



BOARD OF TRUSTEES
Regular Meeting
August 25, 2021
7:00 p.m.

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. PRESENTATIONS
 - A. DDA Presentation on the proposed updates to the East and West DDA District development-tax increment financing plans and extensions of the DDA District terms by Carmine Avantini and Elena Moeller-Younger, project consultants from CIB Planning, Inc.
6. PUBLIC HEARINGS
7. PUBLIC COMMENT: Restricted to three minutes regarding items on this agenda
Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)
8. REPORTS/BOARD COMMENTS
 - A. Current List of Boards and Commissions – Appointments as needed
 - B. August Monthly Activity Report (to be sent under separate cover)
 - C. Planning Commission, EDA and ZBA updates by Community and Economic Development Director
 - D. Board Member Reports
9. CONSENT AGENDA
 - A. Communications
 - B. Minutes – August 11, 2021 – Regular Meeting
 - C. Accounts Payable
 - D. Payroll
 - E. Meeting Pay
 - F. Fire Reports

10. NEW BUSINESS

- A. Discussion/Action: (Nanney) Resolution to set Public Hearing for the updated East and West DDA District development-tax increment financing plans
- B. Discussion/Action: (Stuhldreher) Policy Governance 2.9 Collaboration with Other Entities
- C. Discussion/Action: (Board of Trustees) Policy Governance 4.2 Accountability of the Township Manager
- D. Discussion/Action (Board of Trustees) Policy Governance 4.5 Compilation of Individual Board member's Township Manager's Performance Review.

11. EXTENDED PUBLIC COMMENT: Restricted to 5 minutes regarding any issue

Note: This is an opportunity for comments only, questions to the Board will not be answered at this time. For specific answers to questions, please call Township Hall (989-772-4600)

12. MANAGER COMMENTS

13. FINAL BOARD MEMBER COMMENT

14. CLOSED SESSION

15. ADJOURNMENT

Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	Thering	James	11/20/2024
2-Chair	Phil	Squatrito	2/15/2023
3-Vice Chair	Ryan	Buckley	2/15/2022
4-Secretary	Doug	LaBelle II	2/15/2022
5 - Vice Secretary	Stan	Shingles	2/15/2024
6	Tera	Albrecht	2/15/2024
7	Mike	Darin	2/15/2022
8	Alex	Fuller	2/15/2023
9	Jessica	Lapp	2/15/2023
Zoning Board of Appeals Members (5 Members, 2 Alternates) 3 year term			
#	F Name	L Name	Expiration Date
1- PC Rep	Ryan	Buckley	2/15/2022
2 - Chair	Andy	Theisen	12/31/2022
3 - Vice Chair	Liz	Presnell	12/31/2022
4 - Secretary	vacant seat		12/31/2021
5 - Vice Secretary	Judy	Lannen	12/31/2022
Alt. #1	Brandon	LaBelle	12/31/2022
Alt. #2	vacant seat		2/15/2021
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Doug	LaBelle II	12/31/2022
2	Sarvjit	Chowdhary	12/31/2022
3	Bryan	Neyer	12/31/2022
Alt #1	Randy	Golden	12/31/2022
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	12/31/2022
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	Bryan	Mielke	11/20/2024
2	Thomas	Kequom	4/14/2023
3	James	Zalud	4/14/2023
4	Richard	Barz	2/13/2025
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	Jeff	Sweet	2/13/2025
10	vacant seat		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	12/31/2022
2	vacant seat		
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	11/20/2024
2 - PC Representative	Mike	Darin	8/15/2022
3 - Township Resident	Jeff	Siler	8/15/2023
4 - Township Resident	Jeremy	MacDonald	10/17/2022
5 - Member at large	Phil	Hertzler	8/15/2023
Mid Michigan Aquatic Recreational Authority (2 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1 - City of Mt. Pleasant	John	Zang	12/31/2023
2 - City of Mt. Pleasant	Judith	Wagley	12/31/2022
1 -Union Township	Stan	Shingles	12/31/2023
2 - Union Township	Allison	Chiodini	12/31/2022
1- Mt. Pleasant Schools	Lisa	Diaz	12/31/2021

2021 CHARTER TOWNSHIP OF UNION
Board of Trustees
Regular Meeting Minutes

A regular meeting of the Charter Township of Union Board of Trustees was held on August 11, 2021, at 7:00 p.m. at the Union Township Hall.

Meeting was called to order at 7:04 p.m.

Roll Call

Present: Supervisor Mielke, Clerk Cody, Trustee Bills, Trustee Brown, Trustee Hauck, and Trustee Thering

Excused: Treasure Rice

Approval of Agenda

Thering moved **Bills** supported to approve the agenda with (2) amendments, moving Closed Session before New Business and adding item E. Township Manager's performance review discussion to New Business. **Vote: Ayes: 6 Nays: 0. Motion carried.**

Presentations

N/A

Public Hearings

N/A

Public Comment

Open: 7:07 p.m.

No comments offered.

Closed: 7:07 p.m.

Reports/Board Comments

A. Current List of Boards and Commissions – Appointments as needed

B. Board Member Reports

Bills – gave updates on the Isabella County Board of Commissioners.

Thering – gave updates on the Planning Commission's special meeting held on August 10, 2021.

Hauck – gave updates on the Road Commission and reminded the Board of the Council of Governments meeting being held at the New McDonald pavilion on Wednesday August 18, 2021.

Consent Agenda

- Communications
- Minutes – July 28, 2021 – Regular Meeting
- Accounts Payable
- Payroll
- Meeting Pay
- Fire Reports

Bills moved **Brown** supported to approve the consent agenda as presented. **Vote: Ayes: 6 Nays: 0. Motion carried.**

Closed Session

7:18 p.m.

Bills moved **Thering** supported to move that the Board meet in closed session under Section 8(h) of the Open Meetings Act to consider written material from the Township's attorney that is exempt from disclosure by section 13(1)(g) of the Freedom of Information Act. **Roll Call Vote: Ayes: Mielke, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

7:41 p.m.

Hauck moved **Brown** supported to come out of closed session. **Roll Call Vote: Ayes: Mielke, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

7:42 p.m.

Bills moved **Brown** supported to move that the Board meet in closed session regarding the cases of James and Jeremy Zauld v Charter Township of Union, now pending in Isabella County Circuit Court Case No. 20-016281-CK and Concerned Citizens of Union Township v Charter Township of Union, now pending in Isabella County Circuit Court Case No 20-016292-CZ. **Roll Call Vote: Ayes: Mielke, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

8:29 p.m.

Bills moved **Brown** supported to come out of closed session. **Roll Call Vote: Ayes: Mielke, Cody, Bills, Brown, Hauck, and Thering. Nays: 0. Motion carried.**

Cody moved **Hauck** supported the Township to pay \$8,154.98 for services rendered through June 30, 2021, and to pay for services rendered through August 31, 2021, and further instruct the administration to send a letter through legal counsel noticing the former assessor and her legal counsel that no further payments will be made regarding this matter. **Vote: Ayes: 5 Nays: 1. Motion carried.**

New Business

A. Discussion/Action: (Stuhldreher) EDA Fire Protection Service Agreement

Hauck moved **Cody** supported to approve the Fire Protection Service Agreements with the EDA Board for the East and The West Downtown Development Authority district. **Vote: Ayes: 6 Nays: 0. Motion carried.**

B. Discussion/Action: (Stuhldreher) Carriage Hill Estates #1 & #2 Resolution #1

Brown moved **Bills** supported to approve the acceptance of Certificate of Validity and Adoption of Carriage Hill Estates #1 & #2 Subdivision Paving Special Assessment District Resolution #1 for the establishment of a Paving Special Assessment District. **Vote: Ayes: 6 Nays: 0. Motion carried.**

C. Discussion/Action: (Stuhldreher) Jameson Park Improvements Phase II Construction Contract Award

Brown moved **Bills** supported to approve the bid from Konwinski Construction Inc., in the amount of \$207,431.36 for the completion of exterior, interior, and site improvements for the Phase II Jameson Park Improvements Project and authorize the Township Manager to sign the agreement. **Vote: Ayes: 6 Nays: 0. Motion carried.**

D. Discussion/Action: (Stuhldreher) Union Township Federal Procurement Conflict of Interest policy- ARPA funds

Bills moved **Brown** supported to approve the Charter Township of Union Federal Procurement Conflict of Interest Policy. **Vote: Ayes: 6 Nays: 0. Motion carried.**

E. Discussion/Action: (Board of Trustees) Union Township Manager performance review

Discussion by the Board

EXTENDED PUBLIC COMMENT: RESTRICTED TO 5 MINUTES REGARDING ANY ISSUE

Open 9:41 p.m.

No comments were offered.

Closed: 9:42 p.m.

MANAGER COMMENTS

The Chip Seal project starts August 12, 2021.

Gave results of the dumpster bids and authorized a 3-year contract with Waste Management.

FINAL BOARD MEMBER COMMENTS

Hauck – would like to form a committee to work with Isabella County Sherriff’s Department to procure the COP’s grant for next year.

Cody – Supports Hauck to form a committee for COP’s grant.

Thering – Thanked Supervisor Mielke and Trustee Hauck for the discussion of the Township Manager evaluation.

ADJOURNMENT

Cody moved **Brown** supported to adjourn the meeting at 9:48 p.m. **Vote: Ayes: 6 Nays: 0. Motion carried.**

APPROVED BY:

Lisa Cody, Clerk

Bryan Mielke, Supervisor

(Recorded by Tera Green)

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 101 POOLED CHECKING						
08/18/2021	101	456 (E)	01186	COYNE PROPANE LLC	DIESEL FOR MERIDIAN WELL SITE	429.79
08/19/2021	101	457 (E)	00146	CONSUMERS ENERGY	48858 LED LIGHT	117.94
					5142 BUDD	76.62
					5144 BUDD	34.34
					5525 E REMUS	60.73
					5537 E BROADWAY	140.39
					1660 BELMONT	100.68
					2270 NORTHWAY	34.80
					2055 ENTERPRISE	266.93
					1933 S ISABELLA	538.49
					900 MULBERRY	56.70
					5240 E BROOMFIELD	848.04
					5076 S MISSION	690.25
					4244 E BLUE GRASS	57.60
					4795 S MISSION	2,456.65
					4797 S MISSION BARN	221.42
					4822 ENCORE BLVD	93.66
					3998 DEERFIELD	73.10
					3248 CONCOURSE	136.44
					5369 CRAWFORD	52.98
					800 CRAIG HILL	59.89
					4520 RIVER	106.56
					1633 S LINCOLN	255.03
					5319 E AIRPORT	44.78
					1046 S MISSION	120.36
					1605 SCULLY	39.43
					2010 S LINCOLN	819.18
					2180 S LINCOLN	32.26
					1776 E PICKARD	86.66
					2424 W MAY	565.03
					2495 E DEERFIELD	105.50
					1876 E PICKARD	42.70
					2188 E PICKARD	112.15
					1876 S LINCOLN	26.88
					2279 S MERIDIAN PUMP HOUSE	15.00
					2279 S MERIDIAN	2,395.78
						<u>10,884.95</u>
08/19/2021	101	458 (E)	00146	VOID		
				Void Reason: Created From Check Run Process		
08/19/2021	101	459 (E)	00146	VOID		
				Void Reason: Created From Check Run Process		
08/19/2021	101	460 (E)	01186	COYNE PROPANE LLC	DIESEL FUEL FOR SHOP GENERATOR	329.36
					DIESEL FUEL FOR GENERATORS-ISABELLA	1,053.42
						<u>1,382.78</u>
08/25/2021	101	23070	01358	21ST CENTURY MEDIA-MICHIGAN	ADVERTISEMENT FOR BIDS	173.80
08/25/2021	101	23071	01703	AMAZON CAPITAL SERVICES	GAS CAN FUNNEL & SPOUT	33.98
08/25/2021	101	23072	01738	ANDREW PATTERSON PLUMBING INC	REMOVE/INSTALL METER FLANGES-STONECREST	175.00
08/25/2021	101	23073	01600	BE GREEN LAWN SERVICES CO, INC.	FERTILIZER FOR MCDONALD PARK	3,725.00
08/25/2021	101	23074	00066	BILL'S CUSTOM FAB, INC.	GUIDE BRACKETS FOR NEW PUMP-LIFT STN #7	72.28
08/25/2021	101	23075	00095	C & C ENTERPRISES, INC.	CLOTHING ALLOWANCE-ROCKAFELLOW	179.77
08/25/2021	101	23076	00099	CENTRAL CONCRETE PRODUCTS CO. INC	CONCRETE FOR BIGBY'S SIDEWALK	315.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
08/25/2021	101	23077	01623	CLARK HILL PLC	REMAINING LEGAL FEES FOR PUNG MATTER-MAY LEGAL FEES FOR PUNG MATTER-JUNE 2021	4,198.73 3,956.25 <u>8,154.98</u>
08/25/2021	101	23078	00129	CMS INTERNET, LLC	WIRELESS KEYPAD & MOUSE-RENTAL INSPECTOR MANAGED IT, EMAIL, & PHONE SERVICE-SEP 2	49.99 5,364.11 <u>5,414.10</u>
08/25/2021	101	23079	00152	CORRPRO COMPANIES, INC	WATER TANK INSPECTION SERVICE	2,520.00
08/25/2021	101	23080	00155	COYNE OIL CORPORATION	FUEL IN TOWNSHIP VEHICLES-JULY 2021	1,289.26
08/25/2021	101	23081	01242	CULLIGAN WATER	WWTP-WATER COOLER RENT AUG 21-JULY 22 WATER COOLER-ISABELLA AUG 2021 WATER COOLER-SHOP AUG 2021	107.52 88.63 25.50 <u>221.65</u>
08/25/2021	101	23082	01171	DBI BUSINESS INTERIORS	STAPLER FOR RENTAL INSPECTOR	21.55
08/25/2021	101	23083	00180	DETROIT PUMP & MANUFACTURING	NEW PUMP FOR CORNERSTONE PUMP STATION	7,612.91
08/25/2021	101	23084	00209	ETNA SUPPLY COMPANY	IRRIGATION METER FOR ICRC FLANGE KIT FOR ICRC METER	1,325.00 75.00 <u>1,400.00</u>
08/25/2021	101	23085	00249	GILL-ROY'S HARDWARE	HARD HAT, FLASHLIGHT, TAPE MEASURE-BLDG/	108.82
08/25/2021	101	23086	00257	GOURDIE-FRASER, INC.	RIVER ROAD PUMP DESIGN PUMP STATION #7 DESIGN SITE RESEARCH-TYPE I WATER WELL SYSTEM	5,329.00 8,250.00 1,700.00 <u>15,279.00</u>
08/25/2021	101	23087	01541	HEINTZ LIFTING INC	TRACTOR RENTAL FOR OXIDATION DITCH	640.00
08/25/2021	101	23088	01094	ISABELLA COUNTY RECYCLING CENTER	USED MOTOR OIL RECYCLING	10.00
08/25/2021	101	23089	00337	ISABELLA COUNTY TREASURER	2009 WASTEWATER BOND PMT 2010 WATER SUPPLY BOND PMT	413,100.00 130,726.25 <u>543,826.25</u>
08/25/2021	101	23090	00362	KRAPOHL FORD & LINCOLN	AIR FILTER/OIL CHANGE-2009 FORD F-150 OIL CHANGE-2012 FORD F-250	95.06 64.10 <u>159.16</u>
08/25/2021	101	23091	00506	MEEKHOF TIRE SALES & SERVICE INC	FLAT TIRE REPAIR-TRAILER	16.25
08/25/2021	101	23092	00422	MICHIGAN PIPE & VALVE-MT. PLEASANT	QUICK JOINT NUTS FIRE HYDRANT HEAD REPLACEMENT KITS MANHOLE BLOCKS FOR RAISING COVERS FIRE HYDRANT GASKETS FOR REPAIRS MANHOLE BLOCK FOR RAISING COVERS	144.00 864.00 131.00 176.00 27.00 <u>1,342.00</u>
08/25/2021	101	23093	00494	NORTH CENTRAL LABORATORIES	VIALS/TEST TUBES/LATEX TUBING/FILL SOLUT	1,247.68
08/25/2021	101	23094	00131	PERCEPTIVE CONTROLS, INC	LIFT STATION SUPPORT SERVICES	5,201.17
08/25/2021	101	23095	01610	PREMIER SAFETY	OXYGEN SENSOR	153.13
08/25/2021	101	23096	01273	PRO-SEAL SERVICE GROUP	ROYAL PURPLE SYNFFILM FOR WWTP	1,016.39
08/25/2021	101	23097	01595	ROMANOW BUILDING SERVICES	JANITORIAL SERVICES JULY 2021-WWTP	009,316.29

08/18/2021 05:35 PM
 User: SHERRIE
 DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
 CHECK DATE FROM 08/12/2021 - 08/25/2021

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
					JANITORIAL SERVICES JULY 2021-WTR	316.29
					JANITORIAL SERVICES JULY 2021-TWP HALL	852.14
						<u>1,484.72</u>
08/25/2021	101	23098	01542	SHRED-IT US JV LLC	PAPER SHREDDING 7/14/21	65.61
08/25/2021	101	23099	01746	TERA GREEN	REIMBURSEMENT FOR NOTARY APPLICATION & F	161.95
					REIMBURSEMENT FOR BANK RUNS-JULY 2021	38.30
						<u>200.25</u>
08/25/2021	101	23100	01654	TRACE ANALYTICAL LABORATORIES, INC.	SAMPLE HANDLING, STORAGE, & DISPOSAL	207.00
08/25/2021	101	23101	00668	UNITED PARCEL SERVICE	WATER SAMPLE SHIPPING	18.44
					WATER SAMPLE SHIPPING	9.53
						<u>27.97</u>
101 TOTALS:						
Total of 37 Checks:						614,992.20
Less 2 Void Checks:						0.00
Total of 35 Disbursements:						<u>614,992.20</u>

Charter Township of Union Payroll
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CHECK DATE: August 19, 2021

PPE: August 14, 2021

NOTE: PAYROLL TRANSFER NEEDED

General Fund	\$	36,761.81
Fire Fund		
EDDA		
WDDA		
Sewer Fund		36,873.61
Water Fund		24,696.42
Total To Transfer from Pooled Savings		\$ 98,331.84

NOTE: CHECK TOTAL FOR TRANSFER

Gross Payroll	\$	63,945.15
Employer Share Med		921.10
Employer Share SS		3,938.63
SUI		82.81
Pension-Employer Portion		5,040.12
Workers' Comp		623.59
Life/LTD		-
Dental		1,340.73
Health Care		22,283.91
Vision		-
Vision Contribution		
Health Care Contribution		
Cobra/Flex Administration		155.80
PCORI Fee		-
Total Transfer to Payroll Checking		\$ 98,331.84

TOTAL TRANSFER FROM POOLED SAVINGS TO PAYROLL ACCOUNT

CONFIRMATION NUMBER: _____ **DATE:** _____

ACH NUMBER: _____ **TIME:** _____

**CHARTER TOWNSHIP OF UNION
MEETING PAY REQUEST FORM**

(See Governance Policy 3.10 for additional details)

BOARD MEMBER: Bryan Mielke

MONTH, YEAR: March-June 2021

Date MM/DD	Meeting	Time Attended		Total
		1hr or less	More than 1hr	
3/16	EDA		✓	\$ 75
4/20	EDA		✓	\$ 75
5/18	EDA		✓	\$ 75
6/14	Intergovernmental		✓	\$ 75
6/15	EDA		✓	\$ 75

Signature:  **Date:** 8/15/21

- 1. This form is to be filled out by the board member at the conclusion of each calendar month. Request forms should be sent to the Finance Department. Following approval by the Board of Trustees, the meetings will be paid in the next payroll run.**
- 2. Only list those meetings that you have attended. For extra meetings that a member of the Board of Trustees attends and are eligible for "meeting pay", \$50 will be paid for meetings that are 1 hour or less and \$75 for meetings over 1 hour. The meeting pay request form must be filled out with the date of the meeting, the name of the meeting attended, the length of the meeting and the pay requested for each meeting.**
- 3. The Township Supervisor, Clerk, and Treasurer shall not receive any meeting pay for attending meetings during regular township business hours of Monday through Friday 8:30 am to 4:30 pm.**



Union Township Report-1

Date: Tuesday, August 10, 2021



Alarm Date between 2021-07-25 and 2021-08-01

District	NFIRS Number	Alarm Date	Incident Type Code	Incident Type	Apparatus Name	Personnel Count	Alarms
Union Township	0000536						
		7/25/2021 2:07:18 PM	322	Motor vehicle accident with injuries	ENG 32	2	1
						Total Responding 2	
Union Township	0000537						
		7/25/2021 4:15:12 PM	321	EMS call, excluding vehicle accident with injury	ENG 32	2	2
		7/25/2021 4:15:12 PM	321	EMS call, excluding vehicle accident with injury	POV	1	2
						Total Responding 3	
Union Township	0000539						
		7/26/2021 2:48:37 PM	440	Electrical wiring/equipment problem, other	ENG 32	2	2

		7/26/2021 2:48:37 PM	440	Electrical wiring/equipment problem, other	Assistant Chief	1	2
		7/26/2021 2:48:37 PM	440	Electrical wiring/equipment problem, other	POV	2	2
						Total Responding 5	
Union Township	0000541						
		7/27/2021 5:50:09 AM	745	Alarm system activation, no fire - unintentional	ENG 32	2	1
						Total Responding 2	
Union Township	0000543						
		7/27/2021 2:55:16 PM	611	Dispatched & canceled en route	ENG 32	2	1
						Total Responding 2	
Union Township	0000544						
		7/27/2021 7:18:01 PM	322	Motor vehicle accident with injuries	ENG 32	2	1
						Total Responding 2	

Union Township	0000546						
		7/28/2021 9:11:00 AM	324	Motor vehicle accident with no injuries.	ENG 32	2	1
						Total Responding 2	
Union Township	0000547						
		7/28/2021 1:01:17 PM	440	Electrical wiring/equipment problem, other	ENG 32	3	1
						Total Responding 3	
Union Township	0000548						
		7/29/2021 12:24:17 AM	154	Dumpster or other outside trash receptacle fire	ENG 32	3	1
						Total Responding 3	
Union Township	0000549						
		7/29/2021 2:52:47 PM	600	Good intent call, other	ENG 32	2	1

		7/29/2021 2:52:47 PM	600	Good intent call, other	C 31	1	1
						Total Responding 3	
Union Township	0000550						
		7/29/2021 3:17:18 PM	322	Motor vehicle accident with injuries	ENG 32	2	3
		7/29/2021 3:17:18 PM	322	Motor vehicle accident with injuries	C 31	1	3
		7/29/2021 3:17:18 PM	322	Motor vehicle accident with injuries	POV	5	3
						Total Responding 8	
Union Township	0000552						
		7/30/2021 7:19:10 PM	611	Dispatched & canceled en route	ENG 32	2	1
						Total Responding 2	
Union Township	0000555						
		7/31/2021 4:10:50 PM	140	Natural vegetation fire, other	ENG 32	2	1

						Total Responding 2	
	Total Runs 13					Total Responding 39	

Note: Alarms

1=Duty Crew

2=Paged Off Duty Full-time

3=Paged Paid-on-Call Firefighters

4=Paged All

Highlighted Yellow Indicates an Emergency Call

To: Board of Trustees	DATE: August 19, 2021
FROM: Mark Stuhldreher, Township Manager	DATE FOR CONSIDERATION: 8/25/2021
ACTIONS REQUESTED: To set an October 13, 2021 public hearing date for the updated East and West DDA District development and tax increment financing plans consistent with Public Act 57 of 2018, the Recodification Tax Increment Financing Act.	

Current Action Emergency

Funds Budgeted: If Yes Account #248-000-801.000 & #250-000-801.000

Finance Approval _____

BACKGROUND INFORMATION

For the past nine months, the project consultants at CIB Planning have been working with staff and the Economic Development Authority (EDA) Board to prepare updates to the development and tax increment financing plans for the East and the West DDA Districts. The current plans 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, the authority for capture of tax revenues by the DDA districts will end with the 2021 tax year.

CIB Planning completed the updated plans for both DDA Districts consistent with the EDA Board's direction and requirements of Public Act 57 of 2018. The proposed tax increment financing plans would extend the terms of the DDA Districts for an additional 20 years to provide the time needed to complete the scope of work outlined in the associated development plans for each District.

Initial EDA Board Actions

The EDA Board reviewed the updated draft plans for the East and the West DDA Districts during their July and August regular meetings. On August 17, 2021, the EDA Board took the following action to start the formal adoption process required by Act 57:

Motion by Zalud with support by Figg to adopt Resolutions Number EDA2021-01 and EDA2021-02 to verify a public need to amend the current East and West DDA District development and tax increment financing plans, to indicate whether boundary changes are proposed as part of the plan amendments, to confirm that the revised potential project list and tax capture schedule for each DDA District better reflects the needs of the Township and the development community, and to approve the amended plans for each District and request that the Board of Trustees call for a public hearing regarding the proposed plan amendments and notify the taxing jurisdictions, providing an opportunity to meet with the Township concerning the plan amendments.

Copies of the draft plans for both Districts are included in the agenda packet, along with copies of the EDA Board resolutions. Also included for reference purposes are copies of the "Implementation Strategy" documents for each DDA District. These documents are not formally adopted with their associated DDA District development plans, but rather are intended to serve as a tool for the EDA Board and Township staff to use to guide implementation of the plans.

Adoption Process

The following steps are required for adoption of the updated development and tax increment financing plans and extension of the East and the West DDA Districts beyond December 31, 2021:

East and West DDA District Plan Amendments – Anticipated Adoption Schedule	
Date	Action Required
Tuesday, August 17, 2021 EDA Board Regular Meeting	Adoption of EDA Board resolutions approving DDA Plan Amendments, requesting the Township Board call for a public hearing regarding the East and West DDA District plan amendments, and to notify taxing jurisdictions and provide an opportunity for a meeting regarding the plan amendments.
Wednesday, August 25, 2021 Board of Trustees Meeting	Board of Trustees adoption of Board of Trustees resolution(s) calling for a public hearing on the adoption of ordinances approving the East and West DDA District plan amendments.
September 2021	The Public Hearing Notice must be published twice in the newspaper not less than 20 days or more than 40 days prior to the Public Hearing. Possible publication dates are 9/14/2021 and 9/21/2021. Not less than 20 days prior to the public hearing, a Notice of Public Hearing must be: 1) posted in at least 20 conspicuous and public places in the downtown district; 2) mailed to all taxpayers of record in the Districts via first class mail; and 3) mailed to the governing body of each taxing jurisdiction levying taxes subject to capture via certified mail.
Tuesday, September 28, 2021 EDA Board Special Meeting following completion of the second Informational Meeting	The EDA Board plans to hold a special meeting with invitations to the taxing jurisdictions to attend, and with Township staff, and the project consultants from CIB Planning in attendance to answer any questions about the plans.
Wednesday, October 13, 2021	Township Board holds a Public Hearing on the East and West DDA District plan amendments.
Wednesday, October 13, 2021	First Readings of ordinances by Township Board adopting the East and West DDA District plan amendments.
Friday, October 15, 2021	Publication of the adopting ordinances (summary) in final form, prior to second reading & verify with paper beforehand that this publication date is acceptable.
Wednesday, October 27, 2021	Second Readings of ordinances by Township Board adopting the East and West DDA District plan amendments.
November 2021	Notice of adoption of the East and West DDA District plans is published in the paper per MCL 42.22. It is anticipated that the ordinances would have an effective date of 12/31/2021.
Post-adoption per release of 2020 U.S. Census block figures	Establish a Development Area Citizens Council for both the East and West DDA districts. <i>If a development area citizens council is required, the council shall be appointed by the governing body, and shall consist of not less than 9 members. Each member shall be at least 18 years of age and reside in the development area. The council shall be established at least 60 days before the public hearing on the development plan or the tax increment financing plan, or both.</i>

EAST DDA DISTRICT TAX INCREMENT REVENUE SHARING AGREEMENT

Under Act 57, the East and West DDA districts capture tax increment revenues from the Charter Township of Union and Isabella County, which are the affected taxing jurisdictions. Section 214(4) of the state authorizes the EDA Board to enter into agreements with affected taxing jurisdictions to share a portion of the tax increment revenues from a DDA District. For close to ten years, an agreement has been in place between the EDA Board and these taxing jurisdictions for this purpose. Under the agreement currently in effect, 25% of the tax increment revenues captured by the East DDA District is disbursed each year to the Township and County through a voluntary agreement with these taxing jurisdictions.

The current tax increment revenue sharing agreement is set to expire with the expiration of the current East DDA District tax increment financing plan on December 31, 2021. With the proposed extension of the East DDA District and anticipated adoption of updated development and tax increment financing plans that includes a proposed expansion of the District boundaries, there is a corresponding need to update this agreement.

The primary purpose of the proposed expansion area A (as depicted on the updated map in the proposed East DDA District development plan) is to give the East DDA District jurisdiction over the full extent of this existing industrial area so that funding can be efficiently targeted for economic development purposes to improve the road network. The intent of the proposed expansion area B is similar, but focused on potential neighborhood improvements for this existing residential area that is surrounded by the existing District on three sides. The remaining expansion areas are small additions and involve parcels which are already benefitting from the East DDA District that surrounds them. In all cases, the proposed expansion areas are not anticipated to produce significant tax increment revenue for many years.

As proposed, the updated agreement would maintain the existing tax increment revenue sharing arrangement for the original Development Area in the East DDA District. For proposed expansion areas, the percentage of tax increment shared with the affected taxing jurisdictions is proposed to be set at 100%. This arrangement reflects discussions between Township and County officials, and the County's concerns to avoid any potential loss of tax revenues from an expanded East DDA District.

On 8/17/2021, the EDA Board took an initial action to approve the proposed agreement. To become effective, the agreement would also need approval from the taxing jurisdictions.

The proposed agreement document is included in the agenda packet for reference purposes only. A request for Board action on the agreement will be included on a future Board agenda following action of the associated East DDA District plans. The proposed agreement will also be shared with the County for their review and action.

SCOPE OF ACTIVITY

To set an October 13, 2021 public hearing date for the updated East and West DDA District development and tax increment financing plans.

JUSTIFICATION

Adoption of updated development and tax increment financing plans for the East and West DDA Districts is necessary to allow these Districts to continue to capture property tax revenues after 2021. These updates and extensions of the duration of the tax increment financing plans are necessary to support the completion of all projects and activities of the Economic Development Authority Board as identified in the adopted development plans for these districts.

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 project is proceeding in accordance with an approved contract entered into in late 2020 between the EDA Board and CIB Planning, and in accordance with funding budgeted for this purpose in the FY2021 approved budgets for the East and West DDA District funds.

TIMETABLE

As noted in the Adoption Process schedule, this project to prepare and adopt updated development and tax increment financing plans for the East and the West DDA Districts and to extend the terms of the Districts is anticipated to be completed in November of this year.

ACTION REQUESTED

To set an October 13, 2021 public hearing date for the updated East and West DDA District development and tax increment financing plans consistent with Public Act 57 of 2018, the Recodification Tax Increment Financing Act.

Resolved by _____ Seconded by _____

Yes:
No:
Absent:

RESOLUTION NO. EDA2021-01

A RESOLUTION TO APPROVE AMENDING THE EAST DOWNTOWN DEVELOPMENT AUTHORITY DISTRICT DEVELOPMENT AND TAX INCREMENT FINANCING PLANS

WHEREAS, Public Act 57 of 2018 (Recodification Tax Increment Financing Act, MCL 125.4201 - 125.4230) authorizes a township to establish a Downtown Development Authority (DDA) District when it is in the best interests of the public to halt property value deterioration and increase property tax valuation, where possible, in its business district; to eliminate the causes of that deterioration; and to promote economic growth; and

WHEREAS, The Economic Development Authority (EDA) Board, which was established by Board of Trustees resolution for the purpose of governing the East DDA District in accordance with Act 57 requirements, has discussed the need to amend the current East DDA District development and tax increment financing plans to provide resources necessary for development project funding; and

WHEREAS, Section 125.4203 of Act 57 requires an ordinance be adopted by the Township Board of Trustees indicating the jurisdictional area meets certain legislative requirements and to set a date and time for a public hearing concerning amendment of the East DDA District development and tax increment financing plans.

THEREFORE BE IT RESOLVED by the EDA Board that:

1. The EDA Board finds there is a public need to amend the current East District DDA development and tax increment financing plans to halt property value deterioration and increase property tax valuation, where possible, in the district; to eliminate the causes of that deterioration; and to promote economic growth.
2. That the proposed amendments to the East DDA District development plan will change the boundaries of the DDA District, of which the primary roads in the District include E. Pickard Road (M-20), S. Isabella Road, and S. Summerton Road;
3. That the amended East DDA District development and tax increment financing plans incorporate a revised potential project list and tax capture schedule that better reflects the needs of the Township and the development community; and
4. That the EDA Board approves the amended East DDA District development and tax increment financing plans and respectfully requests that the Board of Trustees call for a public hearing regarding the proposed plan amendments and notify the taxing jurisdictions, providing an opportunity to meet with the Township concerning the plan amendments.

AS ADOPTED BY ROLL CALL VOTE



Thomas Kequom, EDA Board Chair

Date Aug. 19, 2021

RESOLUTION NO. EDA2021-02

**A RESOLUTION TO APPROVE AMENDING THE WEST DOWNTOWN DEVELOPMENT AUTHORITY
DISTRICT DEVELOPMENT AND TAX INCREMENT FINANCING PLANS**

WHEREAS, Public Act 57 of 2018 (Recodification Tax Increment Financing Act, MCL 125.4201 - 125.4230) authorizes a township to establish a Downtown Development Authority (DDA) District when it is in the best interests of the public to halt property value deterioration and increase property tax valuation, where possible, in its business district; to eliminate the causes of that deterioration; and to promote economic growth; and

WHEREAS, The Economic Development Authority (EDA) Board, which was established by Board of Trustees resolution for the purpose of governing the West DDA District in accordance with Act 57 requirements, has discussed the need to amend the current West DDA District development and tax increment financing plans to provide resources necessary for development project funding; and

WHEREAS, Section 125.4203 of Act 57 requires an ordinance be adopted by the Township Board of Trustees indicating the jurisdictional area meets certain legislative requirements and to set a date and time for a public hearing concerning amendment of the West DDA District development and tax increment financing plans.

THEREFORE BE IT RESOLVED by the EDA Board that:

1. The EDA Board finds there is a public need to amend the current West District DDA development and tax increment financing plans to halt property value deterioration and increase property tax valuation, where possible, in the district; to eliminate the causes of that deterioration; and to promote economic growth.
2. That the proposed amendments to the West DDA District development plan will not change the boundaries of the DDA District, of which the primary roads in the District include E. Remus Road (M-20) and S. Lincoln Road;
3. That the amended West DDA District development and tax increment financing plans incorporate a revised potential project list and tax capture schedule that better reflects the needs of the Township and the development community; and
4. That the EDA Board approves the amended West DDA District development and tax increment financing plans and respectfully requests that the Board of Trustees call for a public hearing regarding the proposed plan amendments and notify the taxing jurisdictions, providing an opportunity to meet with the Township concerning the plan amendments.

AS ADOPTED BY ROLL CALL VOTE



Thomas Kequom, EDA Board Chair

Date Aug 19, 2021

Tax Increment Financing Plan Updates for the EAST Downtown Development Authority District

2021



Charter Township of Union

Draft 8/17/2021

Adopted xxx xx, 2021

ACKNOWLEDGEMENTS

The Charter Township of Union East Downtown Development Authority was created in 1985 pursuant to the Downtown Development Authority (Act 197 of 1975), as repealed and recodified under the Recodified Tax Increment Financing Act (Act 57 of 2018). The purpose of the Authority is to correct and prevent deterioration and promote economic growth within the Charter Township of Union's East principal business district.

For their vision and support, the following community leaders should be recognized:

Board of Trustees:

Bryan Mielke, Township Supervisor
Lisa Cody, Township Clerk
Kimberly Rice, Township Treasurer
Connie Lee Bills, DPM, Trustee
Jeff Brown, Trustee
Bill Hauck, Trustee
James Thering, Trustee

Economic Development Authority Board:

Thomas Kequom, Chair
Bryan Mielke, Vice-Chair
Robert Bacon
Richard Barz
Sarvjit Chowdhary
David Coyne
Marty Figg
Cheryl Hunter
Jeff Sweet
James Zalud

Charter Township of Union Staff Members:

Mark Stuhldreher, Township Manager
Rodney C. Nanney, AICP, Community and Economic Development Director
Kim Smith, Public Services Director
Sherrie Teall, Finance Director
Joy Smith, GIS Specialist
Amy Peak, Building Services Clerk

This plan was prepared with assistance from **CIB Planning**



ADOPTED BY ECONOMIC DEVELOPMENT AUTHORITY BOARD: xxxxxx xx, 2021

ADOPTED BY CHARTER TOWNSHIP OF UNION'S BOARD: xxxxxx xx, 2021

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BACKGROUND AND PURPOSES

GENERAL OVERVIEW

The Charter Township of Union East Downtown Development Authority (DDA) was first created in 1985. A DDA is governed by an appointed Board whose primary purpose is to correct and prevent deterioration and promote economic growth within the township's principal business districts. Other purposes of a DDA include reversing declining property values, improving the overall business climate, and increasing employment opportunities. A primary benefit of forming a DDA is the ability to capture the incremental increase in property taxes that result from improvements in the District. These tax revenues are used to finance public improvements and redevelopment projects within the District, which furthers the goal of economic growth.

A Development Plan is one tool the EDA and DDA rely upon for identifying and implementing projects aimed at spurring new private investment. Recommendations also ensure that improvements match the available revenues and can enable the East DDA to become eligible for other funding sources. This Plan was prepared in accordance with the Downtown Development Authority Act, P.A. 57 of 2018. Additional corresponding information can be found in the East DDA District Implementation Strategy that accompanies this plan but is adopted separately by the EDA Board.

A DDA can capture new tax increment in the District (TIF) and use it to pay for improvements that otherwise could not be afforded by either local businesses or government. This funding can also be used to incentivize projects that otherwise are not feasible due to development costs that exceed possible revenue. Moreover, creation of a TIF district does not take away current tax revenue; it just captures new tax revenue that results from improvements to property or an increase in value. It also does not cause payment of increased taxes by property owners in the DDA Districts.

LEGAL BASIS OF THE PLAN

The Development Plan and Tax Increment Financing Plan are prepared pursuant to the requirements of Section 217(2)(a-p) of Act 57 of 2018. More specifically, Section 217 of the Act states that “When a board decides to finance a project in the downtown district by the use of revenue bonds as authorized in section 213 or tax increment financing as authorized in sections 214, 215, and 216, it shall prepare a development plan.”

DEVELOPMENT PLAN REQUIREMENTS

Section 217 also indicates that the development plan shall contain all the following:

A. The designation of boundaries of the development area in relation to highways, streets, streams, or otherwise.

The development area is located within the limits of Union Township (Map 1). In general, the District area runs along Airport Road on the north including parcels just south of North and South US 127, with the western-most border just west of Park Place, jogging east along Corporate Drive, south along a boundary just east of Packard Road, jogging to the east just south of Pickard Road above Manor to a boundary just west of Carter, south to Broadway, to Summerton Road on the east, and back north to Airport Road. The legal description is found in Appendix A, Development Area Boundary.

B. The location and extent of existing streets and other public facilities within the development area, designating the location, character, and extent of the categories of public and private land uses then existing and proposed for the development area, including residential, recreational, commercial, industrial, educational, and other uses, and including a legal description of the development area.

Existing land uses in the Development Area are illustrated on Map 2, "Existing Land Use".

C. A description of existing improvements in the development area to be demolished, repaired, or altered, a description of any repairs and alterations, and an estimate of the time required for completion.

The description of existing improvements to be demolished and associated schedule for implementation is provided in this plan under the heading “Proposed Improvements.”

D. The location, extent, character, and estimated cost of the improvements including rehabilitation contemplated for the development area and an estimate of the time required for completion.

To expand upon what was indicated above, the location, character and estimated cost/timing of the improvements is provided below:

PROPOSED IMPROVEMENTS: EAST UNION TOWNSHIP DDA

1. Business Development

\$2,155,000—\$2,500,000

The DDA will assist the Economic Development Authority, Planning Commission, local officials, businesspeople, entrepreneurs, etc., in providing an acceptable climate for business investment. Efforts will focus on assisting existing businesses and promoting new businesses that benefit the community. This will likely involve the following projects:

- Institution of a building rehabilitation grant program that provides qualifying applicants funding to improve their building.
- Encouraging property owners and developers to create mixed-use developments, in keeping with District zoning requirements.
- Other potential activities that support and promote local business development.

2. Public Buildings and Spaces

\$1,755,000—\$2,050,000

To better create a sense of place at strategic locations in the DDA District, the DDA will support the development and enhancement of public buildings and spaces including pedestrian plazas, parks, open spaces, gardens, gazebos, sculptures, art, performance areas, walkways, and supporting site amenities, construction of public restrooms, or other similar structures identified as development occurs.

3. DDA Marketing/Development Studies & Promotional Events/Materials **\$855,000—\$905,000**

Destination branding and marketing have key relationships with successful districts. It is an important task to complete once the DDA has identified redevelopment goals and has established its identity within the greater region. Marketing and development attraction studies can be used as tools to attract specific development types or specific developers. Marketing materials (online, print, radio, mailers, billboard rental) can also be prepared for distribution to developers, retailer and real estate firms promoting Union Township. This may include brochures, exhibits, trade area data, web site materials, social media activities, etc. It is also the Township's desire to create a unified image and market the East DDA District of Union Township as a cohesive business District. To that end, funding can be used for a joint marketing strategy and promotions with involvement of the business community that brings together resources for advertising, special events, and public relations.

4. Building Facade and Sign Improvement Program **\$535,000—\$575,000**

Existing signs and structures in the DDA that are in need of upgrade in terms of design, materials and colors can apply for funding under this program. The DDA can allocate resources to pursue the following efforts toward upgrading the appearance of buildings in the District:

- Develop design guidelines or requirements for all buildings and signs in the District with corresponding sketches and pictures
- Develop a program to assist business owners in funding these improvements as a method to encourage implementation of the design guidelines or requirements.

5. DDA Property Acquisition **\$1,025,000—\$1,550,000**

This involves the acquisition of property to accomplish the goals set forth by the DDA. There are times when key pieces of property become available for purchase within the DDA District, which require the DDA to purchase said properties for redevelopment or public purposes. This can also be a tool to assist with blight removal and demolition within the District.

6. Special District & Urban Design Plans **\$475,000—\$500,000**

District plans and urban design help to guide the built environment of the District. Many times, these plans focus on form and design elements to enhance the function of the District. Results of these plans can lead to new development projects that have been thoughtfully crafted to create vibrancy and increase density within the District core. These plans also generally result with the development of design-based guidelines for redevelopment of existing sites or development of new sites.

7. Demolition **\$460,000—\$500,000**

Occasionally, development opportunities require demolition of existing sites and structures. The DDA can participate in the costs of the demolition process when it is appropriate to spur new development opportunities.

8. Public Infrastructure Improvements **\$1,855,000—\$2,200,000**

Public improvements cover a wide array of projects including street lighting, streetscape enhancements, water and sewer improvements; electrical improvements, burying of existing and new utilities, storm water improvements, parking improvements, and generally anything else that falls within the public right-of-way, easement, or public realm.

9. Private Infrastructure Improvements

\$500,000—\$550,000

As part of redevelopment, developers are often required to improve private infrastructure or anything on a private property (not in a public right-of way). The DDA is able to assist with offsetting these costs, specifically when it comes to integrated parking structures such as vertical and underground parking, utilities, water and sewer tap fees; soft costs, and others that support density in accordance with local zoning, master plans, and city goals, but may be cost-prohibitive to complete the project. Although these improvements are considered private for funding purposes, they have public benefit and support the redevelopment efforts of the Township and DDA.

10. Site Preparation

\$495,000—\$575,000

Costs associated with site preparation can be significant for both public and private investment. These costs include such activities as clearing and grubbing; compaction and sub-base preparation; cut and fill operations; dewatering, excavation for unstable material, foundation work (to address special soil concerns, retaining walls, temporary sheeting/shoring, specific and unique activities, etc.); anything on private property not in a public right-of-way to support density; and prohibitive costs to allow for greater density in accordance with local zoning, master plans, and Township goals.

11. Environmental Activities

\$375,000—\$425,000

Environmental Activities would include activities beyond what may be supported by the Michigan Department of Environment, Great Lakes and Energy (EGLE) under an approved Brownfield Plan and Act 381 Work Plan to protect human health and the environment, off-set cost-prohibitive environmental costs and insurance needs, etc. This can also include wildlife and habitat preservation, or restoration related to a specific development project or Public Buildings and Spaces under item #2 above.

12. Project-Specific Gap Funding, Variable depending upon project

(\$4,955,000—\$5,350,000)

Recognizing that the cost of mixed-use, traditional development is higher than it is for undeveloped sites, the Township may, at its own discretion, commit project-specific future tax increment capture back to private projects for a specified period of time. The goal is to provide funding to close the “gap” that prevents the project from becoming a reality due to financial feasibility. For example, if the pro-forma for a project indicates that it cannot generate enough income to cover the cost of construction and a reasonable rate of return for a developer/investor, future tax increment can be committed to that development to make it feasible. It can also be used as a tool to attract companies and businesses to the city to create new employment opportunities within the DDA District.

13. Consultation and Operational Expenditures

\$1,035,000—\$1,500,000

The Consultation and Operational Expenditures category provides for professional services (staff) and operational activities relating to the DDA. This category is relatively variable and is subject to the level and complexity of future activities taken on by the DDA. Professional services are required to implement the proposals within this Plan and to manage and operate the DDA. This may include, but is not limited to, market studies, grant writing and administration; planning and architectural design; engineering, inspections and construction management services; and environmental assessment and mitigation planning. DDA operational activities may include but are not limited to public notices, mailings, office supplies, administrative support, and equipment usage/rental, etc.

14. Bond Repayments

\$1,025,000—\$1,500,000

Tax capture can be used to pay back money that was borrowed for eligible projects under this plan.

Estimated Total Cost of All Projects: \$17,500,000—\$20,680,000

E. A statement of the construction or stages of construction planned, and the estimated time of completion of each stage.

The specific projects to be undertaken by the DDA are not known at this time. The “Proposed Improvements” list above will be updated to show the construction planned, and the estimated time of completion, for each project as this information is known.

F. A description of any parts of the development area to be left as open space and the use contemplated for the space.

Future land uses for DDA District are shown on Map 3 and it identifies existing and proposed open space.

G. A description of any portions of the development area that the authority desires to sell, donate, exchange, or lease to or from the municipality and the proposed terms.

At the present time the Authority has no plans to lease, own, or otherwise control property in its own name. Should acquisition of property be required in the future to accomplish the objectives of the DDA, or should the Authority receive property by donation, through purchase, or by any other means of acquisition, the Authority will establish and formally adopt appropriate procedures for property disposition, subject to applicable Federal, State, and local regulations.

H. A description of desired zoning changes and changes in streets, street levels, intersections, traffic flow modifications, or utilities.

Union Township has recently updated the Master Plan and will look for opportunities to strengthen zoning regulations, while remaining flexible, for new uses that may be attracted to the District. This will require zoning updates on a regular basis and may positively impact properties in the DDA boundary area. Those amendments will be added to the Appendix of this document when approved. Proposed changes in infrastructure such as streets, sidewalks, utilities, etc. are not known at this time but will also be added to the Appendix when they are known.

I. An estimate of the cost of the development, a statement of the proposed method of financing the development, and the ability of the authority to arrange the financing.

A description, including cost estimate and schedule of implementation, for each improvement project that will be completed within the District is contained in the project schedule and budget in this plan under “Proposed Improvements.”

J. Designation of the person or persons, natural or corporate, to whom all or a portion of the development is to be leased, sold, or conveyed in any manner and for whose benefit the project is being undertaken if that information is available to the authority.

Information concerning the names of people for whom benefits may accrue is unknown at this time and will not be available until phases of implementation are underway.

K. The procedures for bidding for the leasing, purchasing, or conveying in any manner of all or a portion of the development upon its completion, if there is no express or implied agreement between the authority and persons, natural or corporate, that all or a portion of the development will be leased, sold, or conveyed in any manner to those persons.

All such procedures will follow both Township and State law and at the present time there are no commitments made.

- L. Estimates of the number of persons residing in the development area and the number of families and individuals to be displaced. If occupied residences are designated for acquisition and clearance by the authority, a development plan shall include a survey of the families and individuals to be displaced, including their income and racial composition, a statistical description of the housing supply in the community, including the number of private and public units in existence or under construction, the condition of those units in existence, the number of owner-occupied and renter-occupied units, the annual rate of turnover of the various types of housing and the range of rents and sale prices, an estimate of the total demand for housing in the community, and the estimated capacity of private and public housing available to displaced families and individuals.**

At the present time, no known relocation of families or individuals will take place within the scope of this proposed Development Plan or Tax Increment Financing Plan. Should said displacement be planned during implementation of the plan, the above information will be gathered accordingly.

- M. A plan for establishing priority for the relocation of persons displaced by the development in any new housing in the development area.**

At the present time, no known relocation of families or individuals will take place within the scope of this proposed Development Plan or Tax Increment Financing Plan.

- N. Provision for the costs of relocating persons displaced by the development and financial assistance and reimbursement of expenses, including litigation expenses and expenses incident to the transfer of title, in accordance with the standards and provisions of the uniform relocation assistance and real property acquisition policies act of 1970, Public Law 91-646, 84 Stat. 1894.**

At the present time, no known relocation of families or individuals will take place within the scope of this proposed Development Plan or Tax Increment Financing Plan.

- O. A Plan for Compliance with the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and Act 227 of the Public Acts of 1972.**

At the present time, no known relocation of families or individuals will take place within the scope of this proposed Development Plan or Tax Increment Financing Plan.

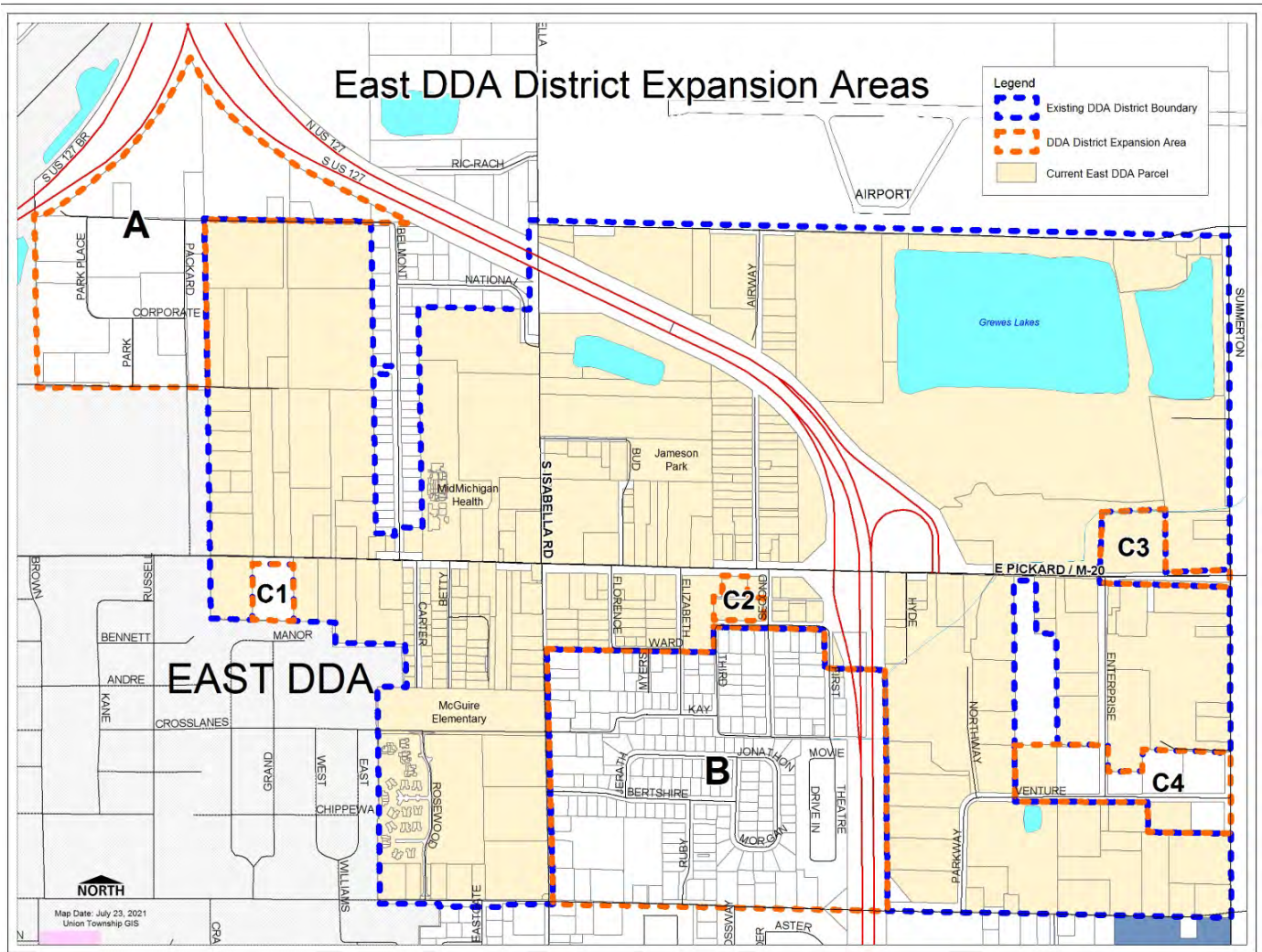
- P. Other material that the authority, local public agency, or governing body considers pertinent.** Such other material will be identified or added as the need arises.

- Q. DEVELOPMENT AREA CITIZENS COUNCIL.**

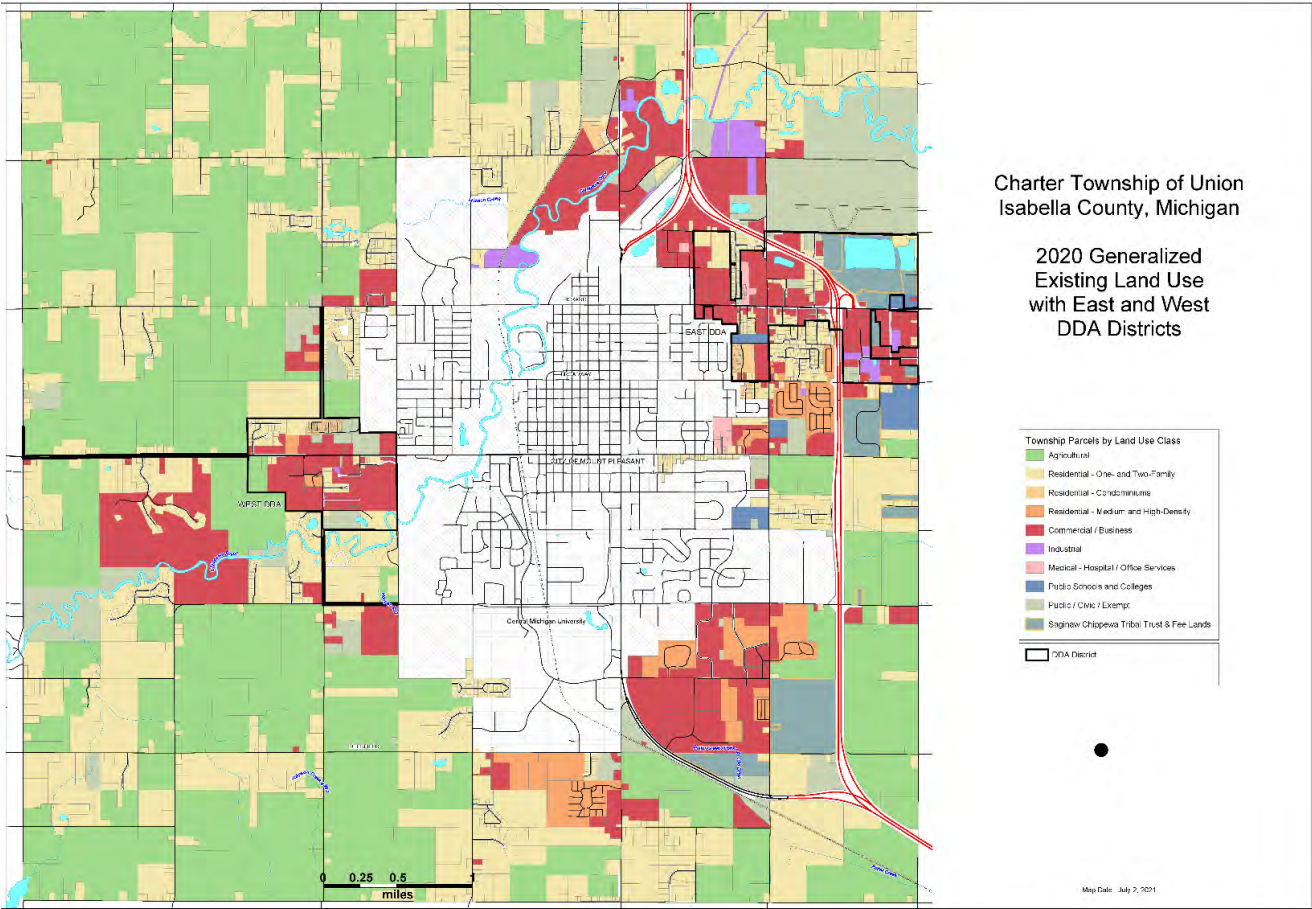
Since the development area of the DDA has more than 100 full-time primary residents, a development area citizens council will be formed as an advisory body to the Board of the DDA. The development area citizens council shall be established by the governing body and shall consist of not less than 9 members. The members of the development area citizens council shall be residents of the development area and shall be appointed by the governing body. A member of a development area citizens council shall be at least 18 years of age and the development area citizens council shall be representative of the development area.

Periodically a representative of the authority responsible for preparation of a development or tax increment financing plan within the development area shall consult with and advise the development area citizens council regarding the aspects of a development plan, including the development of new housing for relocation purposes located either inside or outside of the development area. The consultation shall begin before any final decisions by the authority and the governing body regarding a development or tax increment financing plan. The consultation shall continue throughout the preparation and implementation of the development or tax increment financing plan.

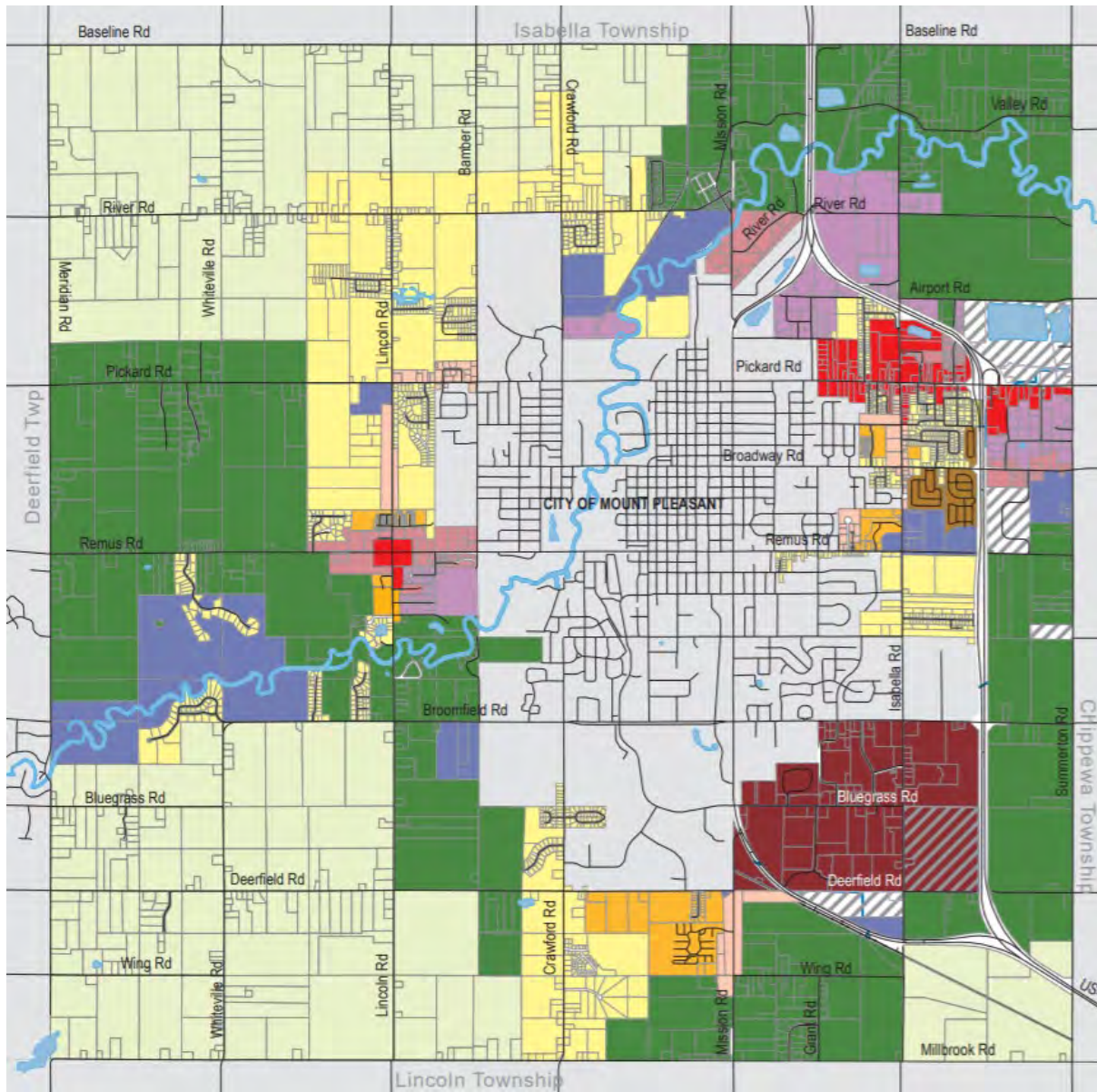
Map I: East DDA District Boundaries with Expansion Areas



Map 2: Existing Land Use

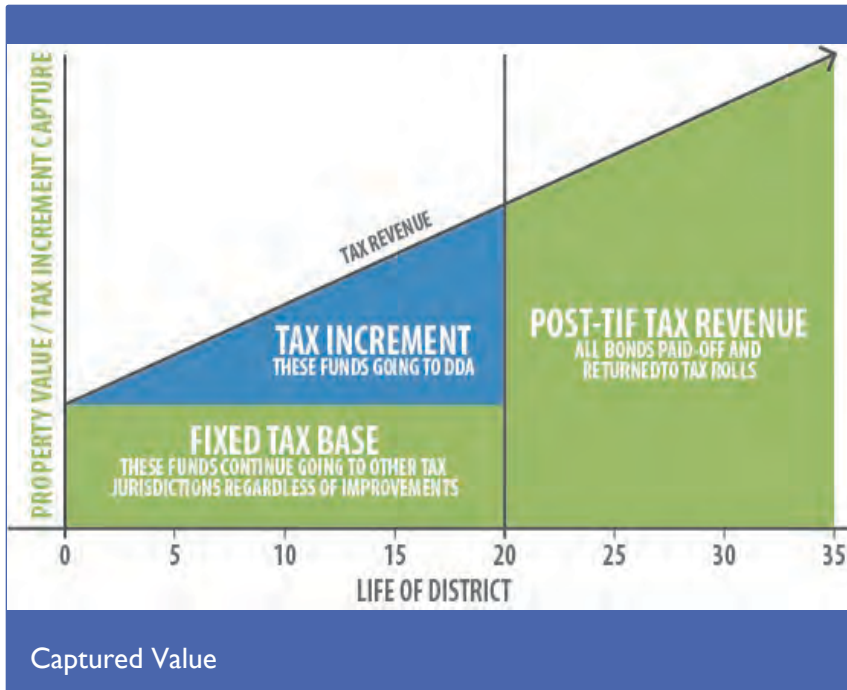


Map 3: Future Land Use



TAX INCREMENT FINANCING PLAN

EXPLANATION OF THE TAX INCREMENT PROCEDURE



Tax Increment Financing (TIF financing) is a method of funding public investments in an area slated for (re)development by capturing, for a time, all or a portion of the increased tax revenue that may result from increases in property values, either as a result of (re)development or general market inflation. The concept of tax increment financing is applied only to the Development Area for which a development plan has been prepared by the Downtown Development Authority and adopted by the City Council.

As provided in PA 57 of 2018, tax increment financing is an effective tool for financing redevelopment and

planning of designated development areas within a Downtown Development Authority District. TIF financing can be used to fund facilities, structures, or improvements within the District and to: 1) market businesses within the District; 2) plan for property within the District; 3) acquire land; 4) improve sites; 5) construct buildings; 6) close the financing “gap” for projects; and 7) administer the Development Plan. Because TIF financing involves capture of tax revenue for certain parcels, TIF dollars must be used for improvements that will generally benefit those same parcels.

“Captured Taxable Value” can be described as the difference in amount in any year of the Plan in which the current assessed value exceeds the initial assessed value. “Current Taxable Value” is the amount of value upon which taxes are based for the current year, also called the Taxable Value. “Initial Taxable Value” represents the assessed value of properties at the time the DDA was established or updated, in this case 1985. Tax exempt properties are represented as a zero value in the Plan, since no tax increments will be collected for that site, regardless of increases in actual property value. The difference between the initial taxable value (base year total) and the current taxable value (current year total) is the value of property for which taxes can be captured and (re)invested by the DDA.

I. Increase in taxable value. The initial taxable value (“SEV”) for this plan is the taxable value of all real and personal property in the development area as determined on November 21, 1985. This is commonly considered the SEV for 1985. As shown in Table I, the base value of real property in the District is \$8,715,667.

Estimated Taxable Value Increase
 Estimated Tax Capture Value 2021-2041

EAST FISCAL YEAR	ESTIMATED Projected Increase	ANNUAL TAXABLE VALUE	CAPTURED TAXABLE VALUE
<i>Base Year, 1985 = \$8,715,667</i>			
2021	2.0%	69,149,256	60,433,589
2022	2.0%	69,149,256	61,816,574
2023	2.0%	69,149,256	63,227,219
2024	2.0%	69,149,256	64,666,077
2025	2.0%	69,149,256	66,133,712
2026	2.0%	69,149,256	67,630,699
2027	2.0%	69,149,256	69,157,626
2028	2.0%	69,149,256	70,715,092
2029	2.0%	69,149,256	72,303,707
2030	2.0%	69,149,256	73,924,095
2031	2.0%	69,149,256	75,576,890
2032	2.0%	69,149,256	77,262,741
2033	2.0%	69,149,256	78,982,310
2034	2.0%	69,149,256	80,736,269
2035	2.0%	69,149,256	82,525,308
2036	2.0%	69,149,256	84,350,127
2037	2.0%	69,149,256	86,211,443
2038	2.0%	69,149,256	88,109,985
2039	2.0%	69,149,256	90,046,498
2040	2.0%	69,149,256	92,021,742
2041	2.0%	69,149,256	94,036,490

taxable base reset year

The purpose of the Tax Increment Financing Plan is to ensure that revenues from tax increment capture will be sufficient to cover anticipated costs, especially when it comes to bond debt. Therefore, some assumptions are involved in order to project property values into the future to determine anticipated revenues. A modest increase in property values was assumed. A conservative growth rate of 2.0% was used in the projections for future TIF revenue.

2. Capturable Taxable Value. A limited amount of development is expected over the entire DDA District, as shown in Table 2. To provide conservative estimates, the TIF revenues are based on increases in property values based on the market, not improvements to property.

**Table 2
Union Township EAST DDA Total Projected Revenues**

FY	Taxable Value	Tax Increment Captured	Millage Multiplier	Tax Increment Revenue
1985	\$8,715,667		0.01292910	
2021	\$69,149,256	\$60,433,589	0.01292910	\$781,352
2022	\$70,532,241	\$61,816,574	0.01292910	\$799,233
2023	\$71,942,886	\$63,227,219	0.01292910	\$817,471
2024	\$73,381,744	\$64,666,077	0.01292910	\$836,074
2025	\$74,849,379	\$66,133,712	0.01292910	\$855,049
2026	\$76,346,366	\$67,630,699	0.01292910	\$874,404
2027	\$77,873,293	\$69,157,626	0.01292910	\$894,146
2028	\$79,430,759	\$70,715,092	0.01292910	\$914,282
2029	\$81,019,374	\$72,303,707	0.01292910	\$934,822
2030	\$82,639,762	\$73,924,095	0.01292910	\$955,772
2031	\$84,292,557	\$75,576,890	0.01292910	\$977,141
2032	\$85,978,408	\$77,262,741	0.01292910	\$998,938
2033	\$87,697,977	\$78,982,310	0.01292910	\$1,021,170
2034	\$89,451,936	\$80,736,269	0.01292910	\$1,043,847
2035	\$91,240,975	\$82,525,308	0.01292910	\$1,066,978
2036	\$93,065,794	\$84,350,127	0.01292910	\$1,090,571
2037	\$94,927,110	\$86,211,443	0.01292910	\$1,114,636
2038	\$96,825,652	\$88,109,985	0.01292910	\$1,139,183
2039	\$98,762,165	\$90,046,498	0.01292910	\$1,164,220
2040	\$100,737,409	\$92,021,742	0.01292910	\$1,189,758
2041	\$102,752,157	\$94,036,490	0.01292910	\$1,215,807
	Total Taxable Value Captured	\$1,599,868,194	Total TI Revenue	\$20,684,856

3. Tax Increment Capture. For each year within the term of the plan, the Finance Director transmits directly to the DDA, the applicable portion of the tax levy set by the taxing units on the real property in the development area, including that portion of any commercial facilities tax levied pursuant to P.A. 255 of 1978 and that portion on an industrial facilities tax levied pursuant to PA 198 of 1974. Voted and separately identified debt millage revenues do not come to the DDA but go directly to the intended taxing units.

“Tax increment revenues” means the amount of ad valorem property taxes and specific local taxes attributable to the application of the levy of all taxing jurisdictions upon the captured assessed value of real and personal property in the Development Area. Tax increment revenues do not include any of the following:

- a. Taxes under the state education tax act, 1993 PA 331, MCL 211.901 to 211.906.
- b. Taxes levied by local or intermediate school districts.
- c. Ad valorem property taxes attributable either to a portion of the captured assessed value shared with taxing jurisdictions within the jurisdictional area of the authority or to a portion of value of property that may be excluded from captured assessed value or specific local taxes attributable to the ad valorem property taxes.
- d. Ad valorem property taxes excluded by the tax increment financing plan of the authority from the determination of the amount of tax increment revenues to be transmitted to the authority or specific local taxes attributable to the ad valorem property taxes.
- e. Ad valorem property taxes exempted from capture under section 18(5) or specific local taxes attributable to the ad valorem property taxes.
- f. Ad valorem property taxes specifically levied for the payment of principal and interest of obligations approved by the electors or obligations pledging the unlimited taxing power of the local governmental unit or specific taxes attributable to those ad valorem property taxes.

To utilize tax increment financing, the DDA must prepare a development plan and a tax increment financing plan. Both plans are submitted to the Township Board, who must approve the plans. These plans may be amended in the future to reflect changes desired by the DDA or the Township. All amendments must follow the procedures of the Act.

Maximum Amount of Bonded Indebtedness to be Incurred

The Downtown Development Authority may explore the possibility of bonding against future revenues to supply the funds required to accomplish larger public improvement projects. The extent of the indebtedness and the timing of the debt retirement will be determined by the extent of the tax increment revenues. The maximum indebtedness, as stated in PA 57 of 2018, cannot exceed the ability to service the debt from tax increments. Only 80% of projected revenues are available as debt service funds. Future plan updates will consider outstanding debt as it plans for continued investment in the District.

Duration of the Development Program

The remaining duration of the tax increment financing plan is twenty (20) years, commencing upon approval by the Union Township EDA Board in 2021 and will cease with tax collections due in December 2041, unless this plan is amended to extend or shorten its duration.

Statement of the Estimated Impact of Tax Increment Financing on Taxing Jurisdictions in which the Development Area is Located.

The DDA is eligible to capture tax increment revenues from County Operating, ICTC - Isabella County Transportation Commission, Medical Care Facility (MCF), Commission on Aging (COA), County Parks and Recreation, Township Operating, and Township Fire Department. For a complete listing of taxing jurisdictions, please see Table 3 below.

The most important impact on the affected taxing jurisdictions is that the amount of revenue they currently receive from property within the District will not increase during the life of the Plan. Once the base value of the District is set, the DDA will capture the revenue from any increase in property value. The base amount would still flow to the appropriate taxing jurisdictions. In other words, the revenue to each taxing jurisdiction would effectively be frozen at the base value for the entire term of the DDA Plan.

The impact of tax increment financing on the revenues of all taxing properties is illustrated in Table 3 on the following page.

Table 3: Union Township East DDA Total Projected Revenue by Taxing Jurisdiction

EAST	ESTIMATED	ANNUAL	CAPTURED	County Operating	ICTC - Isabella County Transportation Commission	Medical Care Facility (MCF)	Commission on Aging (COA)	County Parks and Recreation	Township Operating	Township Fire	TAX INCREMENT REVENUE
FISCAL YEAR	Projected Increase	TAXABLE VALUE	TAXABLE VALUE	0.0066100	0.0008620	0.0009795	0.0008776	0.0003500	0.0010000	0.0022500	0.012929100
Base Year	1985	\$8,715,667									
2021 (reset year)	2.0%	\$69,149,256	\$60,433,589	\$399,466	\$52,094	\$59,195	\$53,037	\$21,152	\$60,434	\$135,976	\$781,352
2022	2.0%	\$70,532,241	\$61,816,574	\$408,608	\$53,286	\$60,549	\$54,250	\$21,636	\$61,817	\$139,087	\$799,233
2023	2.0%	\$71,942,886	\$63,227,219	\$417,932	\$54,502	\$61,931	\$55,488	\$22,130	\$63,227	\$142,261	\$817,471
2024	2.0%	\$73,381,744	\$64,666,077	\$427,443	\$55,742	\$63,340	\$56,751	\$22,633	\$64,666	\$145,499	\$836,074
2025	2.0%	\$74,849,379	\$66,133,712	\$437,144	\$57,007	\$64,778	\$58,039	\$23,147	\$66,134	\$148,801	\$855,049
2026	2.0%	\$76,346,366	\$67,630,699	\$447,039	\$58,298	\$66,244	\$59,353	\$23,671	\$67,631	\$152,169	\$874,404
2027	2.0%	\$77,873,293	\$69,157,626	\$457,132	\$59,614	\$67,740	\$60,693	\$24,205	\$69,158	\$155,605	\$894,146
2028	2.0%	\$79,430,759	\$70,715,092	\$467,427	\$60,956	\$69,265	\$62,060	\$24,750	\$70,715	\$159,109	\$914,282
2029	2.0%	\$81,019,374	\$72,303,707	\$477,928	\$62,326	\$70,821	\$63,454	\$25,306	\$72,304	\$162,683	\$934,822
2030	2.0%	\$82,639,762	\$73,924,095	\$488,638	\$63,723	\$72,409	\$64,876	\$25,873	\$73,924	\$166,329	\$955,772
2031	2.0%	\$84,292,557	\$75,576,890	\$499,563	\$65,147	\$74,028	\$66,326	\$26,452	\$75,577	\$170,048	\$977,141

2032	2.0%	\$85,978,408	\$77,262,741	\$510,707	\$66,600	\$75,679	\$67,806	\$27,042	\$77,263	\$173,841	\$998,938
2033	2.0%	\$87,697,977	\$78,982,310	\$522,073	\$68,083	\$77,363	\$69,315	\$27,644	\$78,982	\$177,710	\$1,021,170
2034	2.0%	\$89,451,936	\$80,736,269	\$533,667	\$69,595	\$79,081	\$70,854	\$28,258	\$80,736	\$181,657	\$1,043,847
2035	2.0%	\$91,240,975	\$82,525,308	\$545,492	\$71,137	\$80,834	\$72,424	\$28,884	\$82,525	\$185,682	\$1,066,978
2036	2.0%	\$93,065,794	\$84,350,127	\$557,554	\$72,710	\$82,621	\$74,026	\$29,523	\$84,350	\$189,788	\$1,090,571
2037	2.0%	\$94,927,110	\$86,211,443	\$569,858	\$74,314	\$84,444	\$75,659	\$30,174	\$86,211	\$193,976	\$1,114,636
2038	2.0%	\$96,825,652	\$88,109,985	\$582,407	\$75,951	\$86,304	\$77,325	\$30,838	\$88,110	\$198,247	\$1,139,183
2039	2.0%	\$98,762,165	\$90,046,498	\$595,207	\$77,620	\$88,201	\$79,025	\$31,516	\$90,046	\$202,605	\$1,164,220
2040	2.0%	\$100,737,409	\$92,021,742	\$608,264	\$79,323	\$90,135	\$80,758	\$32,208	\$92,022	\$207,049	\$1,189,758
2041	2.0%	\$102,752,157	\$94,036,490	\$621,581	\$81,059	\$92,109	\$82,526	\$32,913	\$94,036	\$211,582	\$1,215,807
TOTAL											\$20,684,856

County Operating	6.6100
ICTC - Isabella County Transportation Commission	0.8620
Medical Care Facility (MCF)	0.9795
Commission on Aging (COA)	0.8776
County Parks and Recreation	0.3500
Township Operating	1.0000
Township Fire	2.2500
Total	12.9291

Plan for the Expenditure of Captured Taxable Value by the Authority

1. **Estimate of Tax Increment Revenues.** Table 3 summarizes the estimated tax increment revenues by year. The projected annual growth in taxable value is estimated at 2% annually and is shown in Tables 1 and 2 above. Additional increases in the assessed valuation for the Development Area and consequent tax increment revenues may result from other new construction, rehabilitation, expansion, or additional appreciation in property values beyond the estimated 2% figure. These increases are beyond those projected in this plan but if such increases result, the tax increment revenues will be spent according to this plan to accelerate the implementation of the public improvement program.
2. **Expenditure of Tax Increment Revenues.** Any additional tax increment revenues beyond those projected in this plan will:
 - a. Be used to expedite any debt service;
 - b. Further the implementation of the public improvement program;
 - c. Go into a local development grant & loan fund; or
 - d. Be returned, pro-rata, to the taxing units.

Should the tax increment revenues be less than projected, the DDA may choose to:

- a. Collect and hold the captured revenues until a sufficient amount is available to implement specific public improvements;
- b. Consider implementing public improvement projects based upon the ability to match existing funds with expenditures while seeking out additional funding sources; or
- c. Amend the development plan and/or tax increment financing plan to allow for alternative projects and funding.

APPENDIX A: BASE PARCEL DATA

**TABLE 4
PARCELS IN THE EAST
DDA DISTRICT**

Parcel ID
14-011-40-001-00
14-011-40-002-00
14-011-40-003-00
14-011-40-004-00
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14-013-10-022-00
14-059-00-081-00
14-133-00-006-00

14-133-00-013-00
14-013-10-026-04
14-057-00-008-00
14-072-00-001-00
14-072-00-028-02
14-059-00-072-00
14-059-00-051-00
14-057-00-012-00
14-013-10-024-00
14-013-10-036-01
14-013-10-025-06
14-059-00-073-00
14-057-00-015-00
14-072-00-027-02
14-064-00-005-00
14-059-00-027-00
14-059-00-057-00
14-059-00-084-00
14-064-00-010-00
14-064-00-012-00
14-057-00-011-00
14-072-00-020-00
14-013-10-025-02
14-072-00-023-00
14-059-00-029-00
14-059-00-076-00
14-013-10-011-00
14-013-10-025-09
14-064-00-017-00
14-064-00-018-00
14-072-00-005-00
14-072-00-026-00

14-072-00-019-00
14-064-00-019-00
14-059-00-031-00
14-059-00-062-00
EXPANSION C1
14-014-20-035-00
EXPANSION C2
14-071-00-013-00
14-071-00-014-00
14-071-00-015-00
14-071-00-017-00
14-071-00-018-00
14-071-00-019-00
14-071-00-020-00
14-071-00-021-00
14-071-00-022-00
14-071-00-011-00
EXPANSION C3
14-012-40-006-00
14-012-40-002-01
14-012-40-007-07
EXPANSION C4
14-152-00-017-00
14-152-00-008-00
14-152-00-015-00
14-152-00-019-00
14-152-00-007-00
14-152-00-016-00
14-013-20-024-00
14-152-00-018-00

APPENDIX B: LEGAL DESCRIPTION

(See Map I)

Development Area

Part of Sections 11, 12, 13 and 14 of Union Township, Isabella County, Michigan, described as: Commencing at the Northeast corner Section 13; thence southerly along the centerline of Summerton Road to the intersection of the centerline of said road and the extended South right-of-way of Pickard Road (M-20), said point of beginning; thence continuing Southerly along the centerline of Summerton Road to the intersection of the centerline of said road and the extended South line of the South 5 rods of the East 16 rods of the Northeast $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ of Section 13; thence Westerly along said South line to a point, which is North 1292.69 feet and West 264.26 feet from the East $\frac{1}{4}$ corner of section 13; thence Westerly to the Southeast corner of the North $\frac{1}{2}$ of Enterprise Park Lot 15; thence Westerly along the South line of the North $\frac{1}{2}$ of Enterprise Park Lot 15 to its intersection with the East line of Enterprise Drive; thence Northerly along said East line of Enterprise Drive to its intersection with the extended North line of the South 12.75 feet of Enterprise Park Lot 9; thence Westerly along said North line of the South 12.75 feet of Enterprise Park Lot 9 to the Southwest corner of the South 12.75 feet of Enterprise Park Lot 9; thence Northerly to the Southeast corner of the North 444 feet of the East $\frac{1}{2}$ of the East $\frac{1}{4}$ of the Northwest $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ of Section 13; thence Westerly along the South line of the North 444 feet of the East $\frac{1}{2}$ of the East $\frac{1}{4}$ of the Northwest $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ of Section 13 to the Southwest corner of the North 444 feet of the East $\frac{1}{2}$ of the East $\frac{1}{4}$ of the Northwest $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ of Section 13; to the Southwest corner of the North 444 feet of the East $\frac{1}{2}$ of the East $\frac{1}{4}$ of the Northwest $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ Section 13; thence Northerly along the West line of the North 444 feet of the East $\frac{1}{2}$ of the East $\frac{1}{4}$ of the Northwest $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ Section 13 to its intersection with the South right-of-way line of Pickard Road (M-20); thence Westerly along said South right-of-way line of Pickard Road (M-20) to its intersection with the East line of the West $\frac{1}{2}$ of the East $\frac{1}{2}$ of the Northwest $\frac{3}{4}$ of Section 13; thence Southerly along said East line of the West $\frac{1}{2}$ of the East $\frac{1}{2}$ of the Northwest $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ of Section 13 to the Northeast corner of the South 377.96 feet of Enterprise Park Lot 6; thence Southerly along the West line of said Enterprise Park Lot 6 extended to its intersection with the South right-of-way line of Venture Way; thence Easterly along said South right-of-way line of Venture Way to the Northeast corner of Enterprise Park Lot 20; thence Southerly to the Southeast corner of Enterprise Park Lot 20; thence Easterly along the North line of the South $\frac{1}{2}$ of the Southeast $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ extending to its intersection with the centerline of Summerton Road; thence south along said centerline of Summerton Road to its intersection with the extended South right-of-way line of Broadway Road; thence Westerly along the South right-of-way line and extended South right-of-way line of Broadway Road to the intersection of the South right-of-way line of Broadway Road and the East right-of-way line of US 127; thence Northerly along the East right-of-way line of US 127 to a point 764.5 feet South of the South right-of-way line of Pickard Road (M-20); thence Westerly along a line parallel to the South right-of-way line of Pickard Road (M-20) to the West right-of-way line of First Street; thence Northerly along said West right-of-way line of First Street to the South right-of-way of Palmer Street; thence Westerly along the said South right-of-way of Palmer Street to its intersection with the extended West right-of-way line of Second Street; thence Northerly along said extended West right-of-way line of Second Street to South right-of-way line of an alley; thence Westerly along said South right-of-way line of alley to the Northeast corner of Garden Grove NO. 1 Lot 8 Block 3; thence Southerly along the extended East line of said Lot 8 to its intersection with the South right-of-way of Palmer Street; thence Westerly along the South right-of-way line of said street to the East line of Wards View Subdivision; thence southerly along said East line to the Southeast corner of said subdivision; thence Westerly along South line of said subdivision to the East right-of-way line of Isabella Road; thence

Southerly along said right-of-way line to the intersection of the extended East right-of-way line of Isabella Road and the South right-of-way line of Broadway Road; thence Westerly along the said right-of-way line to the West line of the Southeast 1/4 of the Northeast 1/4 of Section 14; thence Northerly along said line to the extended South line of the plat of Carter's Addition; thence Easterly along said extended line to the Southwest corner of Lot 23 of the plot of Carter's Addition; thence Northerly along the West line of said plan to a point approximately 660 feet South of the North line of Section 14; thence Westerly parallel to and approximately 660 feet South of the North line of Section 14 to the East Line of the West 1/2 of the East 1/2 of the Northwest 1/4 of the Northeast 1/4 of Section 14; thence Northerly along said line to a point approximately 500 feet South of the North line of Section 14; thence Westerly parallel to and approximately 500 feet South of the North line of Section 14 to the West line of the West 1/2 of the East 1/2 of the Northwest 1/4 of Section 14; thence Northerly along said West line to the South right-of-way line of Pickard Road (M-20); thence Westerly along said South line to the East line of the West 1/4 of the Northwest 1/4 of the Northeast 1/4 of Section 14; thence Southerly along said East line to a point approximately 500 feet South of the North line of Section 14; thence Westerly parallel to and approximately 500 feet South of the North line of Section 14 to the West line of the Northeast 1/4; thence Northerly along said line to the Northerly right-of-way line of Airport Road; thence Easterly along said North right-of-way line to the East line of the Northwest 1/4 of the Southeast 1/4 of Section 11; thence South along said line to the Northwest corner of Tillicium Drive; thence Easterly along the North right-of-way line of said drive to the West right-of-way line of Belmont Drive; thence Southerly 66 feet along the West right-of-way line of Belmont Drive to the Southerly right-of-way line of Tillicium Drive; thence Westerly along the South right-of-way line of Tillicium Drive to the East line of the Northwest 1/4 of the Southwest 1/4 of Section 11; thence South along said line to the Northwest corner of Lot 1 of the plat of Belmont Park; thence Easterly along the North line of said lot to the North east corner of said lot; thence Southerly along the East line of said lot to a point 17 feet South of the North line of Lots 1 and 2 of said plat; thence Easterly parallel to the North line of said lots to the West right-of-way line of Belmont Drive; thence Northerly along said West right-of-way line of Belmont Drive; thence Northerly along said West right-of-way line of said drive to the extended North line of Lots 3 and 4 said plat; thence Easterly along said North line to the East line of said plat; thence Northerly along the East line of said plat to the Northeast corner of Edgewood Subdivision; thence Easterly along the South line of Airport Acres Subdivision to the Westerly right-of-way line of US-127; thence North to the extended North right-of-way line of Airport Road; thence Easterly along said North right-of-way line and the extended North right-of-way line to the centerline of Summerton Road; thence Southerly along the East line of Section 12 to its intersection with the extended North right-of-way line of Pickard Road (M-20); thence Westerly along said North right-of-way line approximately 500 feet; thence Northerly to the South line of Holiday Estates; thence Westerly to the Southwest corner of Lot 34 of Holiday Estates; thence Southeasterly along the easterly pipeline right-of-way to its intersection with the North Bank of Hance Drain; thence Westerly along said North Bank approximately 477 feet; thence Southerly to the South right-of-way line of Pickard Road (M-20); thence Easterly along said right-of-way to the place of beginning.

Expansion Area A:

The area is bounded on the south by Corporate Dr, on the west by the township line and N US 127, on the north by US 127, on the east by S US 127, then on the north by E Airport Rd, and then east of Packard Rd. The designated development area shall encompass the entire Tax Increment Finance Authority District, and its legal boundaries are: Corporate Dr from the western city limit north to N US 127 BR, N US 127 northeast to connect with S US 127, S US 127 southeast to Belmont Dr, E Airport Rd west, south parallel to Packard Rd to Corporate Dr, Corporate drive west to the township line.

Expansion Area B:

The area is bounded on the south by Broadway Rd, on the west by Isabella Rd, on the north by Ward and Palmer, and on the east by N US 127. The designated development area shall encompass the entire Tax Increment Finance Authority District, and its legal boundaries are: Broadway Rd from the southwest north on Isabella Rd, Isabella road east to Third, north on Third to Palmer, south on first and east to the eastern side of N US 127, then south along N US 127 to Broadway Rd, west on Broadway Rd to Isabella Rd.

Expansion Area C1:

The area is bounded on the north by Pickard Rd. T14N R4W, SEC 14, N 500 FT OF E 1/2 OF W 1/2 OF NW 1/4 OF NE 1/4.

Expansion Area C2:

The area is bounded on the north by Palmer, on the west by 2nd St, on the south by E Pickard Rd, and west of Elizabeth Rd. The designated development area shall encompass the entire Tax Increment Finance Authority District, and its legal boundaries are: E Palmer Rd west to 2nd St, south to Pickard Rd east to the southeast corner of 071-00-015-00, north to the property line, east along south property line of 071-00-017-00 to the southeast corner, north to Palmer Rd.

Expansion Area C3:

The area is bounded on the north by the Mid Michigan Community College property line, on the east by S Summerton Rd, on the south by E Pickard Rd, and on the west by the Mid Michigan Community College property line. The designated development area shall encompass the entire Tax Increment Finance Authority District, and its legal boundaries are: from the southwest corner of the Mid Michigan Community College property line to the northwest corner, east along the property line to S Summerton Rd, south to E Pickard Rd, west to the southwest corner of the Mid Michigan Community College property line.

Expansion Area C4:

The area is bounded on the south by the property lines of 152-00-018-00, 152-00-019-00, and 152-00-020-00 and Venture Way, on the west by the property line of 152-00-020-00 and 152-00-007-00, on the north by the property lines of 152-00-007-00, 152-00-008-00, 152-00-015-00, 152-00-016-00, and Saginaw Chippewa 2. The designated development area shall encompass the entire Tax Increment Finance Authority District, and its legal boundaries are: from the southwest corner of 152-00-007-00 to the northwest corner, east to the northeast corner of 152-00-008-00, south to the northwest corner of 152-00-015-00 east to the northeast corner, north to the northwest corner of 152-00-016-00, east to S Summerton Rd, south to the southeast corner of 152-00-018-00, west to the southwest corner of 152-00-020-00, north to Venture Way, west to the southwest corner of 152-00-007-00.

Charter Township of Union East DDA Implementation Strategy



Charter Township of Union

Draft 7/27/2021

Adopted xxx xx, 2021

Implementation Strategy Background & Overview

The purpose of the Downtown Development Authority (DDA) is to correct and prevent deterioration and promote economic growth within Union Township's East principal business district. A development plan is one tool the Economic Development Authority (EDA) and DDA rely upon for identifying and implementing projects aimed at spurring new private investment. Supporting the development plan is an implementation strategy, or a matrix of projects both planned and proposed that is intended to be located outside the plan, in a workbook, so a new adoption process is not needed when future cost estimates are generated. The project implementation strategy is a matrix that is composed of projects that fall under the category descriptions listed below. The detailed project strategy that follows the category descriptions includes project categories, names and descriptions; priorities, time frames, cost range estimates (once available), and status notes. The matrix is intended to be a living document that can be updated as needed. As a reference, below are the projects that the implementation plan contains.

1. Business Development

The DDA will assist the Economic Development Authority, Planning Commission, local officials, businesspeople, entrepreneurs, etc., in providing an acceptable climate for business investment. Efforts will focus on assisting existing businesses and promoting new businesses that benefit the community. This will likely involve the following projects:

- Institution of a building rehabilitation grant program that provides qualifying applicants funding to improve their building.
- Encouraging property owners and developers to create mixed-use developments, in keeping with District zoning requirements.
- Other potential activities that support and promote local business development.

2. Public Buildings and Spaces

To better create a sense of place in the District and at strategic locations in the DDA District, the DDA will support the development and enhancement of public buildings and spaces including: pedestrian plazas, parks, open spaces, gardens, gazebos, sculptures, art, performance areas, walkways, and supporting site amenities, construction of public restrooms, or other similar structures identified as development occurs.

3. DDA Marketing/Development Studies and Promotional Events/Materials

Destination branding and marketing have key relationships with successful districts. It is an important task to complete once the DDA has identified redevelopment goals and has established its identity within the greater region. Marketing and development attraction studies can be used as tools to attract specific development types or specific developers. Marketing materials (online, print, radio, mailers, billboard rental) can also be prepared for distribution to developers, retailer and real estate firms promoting Union Township. This may include brochures, exhibits, trade area data, web site materials, social media activities, etc. It is also the Township's desire to create a unified image and market the East DDA District of Union Township as a cohesive business District. To that end, funding can be used for a joint marketing strategy and promotions with involvement of the business community that brings together resources for advertising, special events, and public relations.

4. Building Facade and Sign Improvement Program

Existing signs and structures in the DDA that are in need of upgrade in terms of design, materials and colors can apply for funding under this program. The DDA can allocate resources to pursue the following efforts toward upgrading the appearance of buildings in the District:

- Develop design guidelines or requirements for all buildings and signs in the District with corresponding sketches and pictures
- Develop a program to assist business owners in funding these improvements as a method to encourage implementation of the design guidelines or requirements

5. DDA Property Acquisition

This involves the acquisition of property to accomplish the goals set forth by the DDA. There are times when key pieces of property become available for purchase within the DDA District, which require the DDA to purchase said properties for redevelopment or public purposes. This can also be a tool to assist with blight removal and demolition within the District.

6. Special District & Urban Design Plans

District plans and urban design help to guide the built environment of the District. Many times, these plans focus on form and design elements to enhance the function of the District. Results of these plans can lead to new development projects that have been thoughtfully crafted to create vibrancy and increase density within the District core. These plans also generally result with the development of design-based guidelines for redevelopment of existing sites or development of new sites.

7. Demolition

Occasionally, development opportunities require demolition of existing sites and structures. The DDA can participate in the costs of the demolition process when it is appropriate to spur new development opportunities.

8. Public Infrastructure Improvements

Public improvements cover a wide array of projects including street lighting, streetscape enhancements, water and sewer improvements; electrical improvements, burying of existing and new utilities, storm water improvements, parking improvements, and generally anything else that falls within the public right-of-way, easement, or public realm.

9. Private Infrastructure Improvements

As part of redevelopment, developers are often required to improve private infrastructure or anything on a private property (not in a public right-of way). The DDA is able to assist with offsetting these costs, specifically when it comes to integrated parking structures such as vertical and underground parking, utilities, water and sewer tap fees; soft costs, and others that support density in accordance with local zoning, master plans, and city goals, but may be cost-prohibitive to complete the project. Although these improvements are considered private for funding purposes, they have public benefit and support the redevelopment efforts of the Township and DDA.

10. Site Preparation

Costs associated with site preparation can be significant for both public and private investment. These costs include such activities as clearing and grubbing; compaction and sub-base preparation; cut and fill operations; dewatering, excavation for unstable material, foundation work (to address special soil concerns, retaining walls, temporary sheeting/shoring, specific and unique activities, etc.); anything on private property not in a public right-of-way to support density; and prohibitive costs to allow for greater density in accordance with local zoning, master plans, and Township goals.

11. Environmental Activities

Environmental Activities would include activities beyond what may be supported by the Michigan Department of Environment, Great Lakes and Energy (EGLE) under an approved Brownfield Plan and Act 381 Work Plan to protect human health and the environment, off-set cost-prohibitive environmental costs and insurance needs, etc. This can also include wildlife and habitat preservation, or restoration related to a specific development project or Public Buildings and Spaces under item #2 above.

12. Project-Specific Gap Funding

Recognizing that the cost of mixed-use, traditional development is higher than it is for undeveloped sites, the Township may, at its own discretion, commit project-specific future tax increment capture back to private projects for a specified period of time. The goal is to provide funding to close the “gap” that prevents the project from becoming a reality due to financial feasibility. For example, if the pro-forma for a project indicates that it cannot generate enough income to cover the cost of construction and a reasonable rate of return for a developer/investor, future tax increment can be committed to that development to make it feasible. It can also be used as a tool to attract companies and businesses to the city to create new employment opportunities within the DDA District.

13. Consultation and Operational Expenditures

The Consultation and Operational Expenditures category provides for professional services (staff) and operational activities relating to the DDA. This category is relatively variable and is subject to the level and complexity of future activities taken on by the DDA. Professional services are required to implement the proposals within this Plan and to manage and operate the DDA. This may include, but is not limited to, market studies, grant writing and administration; planning and architectural design; engineering, inspections, and construction management services; and environmental assessment and mitigation planning. DDA operational activities may include but are not limited to public notices, mailings, office supplies, administrative support, and equipment usage/rental, etc.

14. Bond Repayments

Tax capture can be used to pay back money that was borrowed for eligible projects under this plan.

Board of Trustees Goals Addressed

Board of Trustees goals addressed by the current and planned EDA projects and activities, and that would be addressed by EDA authorization of additional economic development projects in the 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

Annual Projects: East and West DDA
Art Reach of Mid-Michigan Annual Festival of Banners along the Pickard Road corridor in the East DDA District.
Installation and maintenance of twelve (12) Welcome Banners in collaboration with the City of Mount Pleasant, Mount Pleasant Area Convention and Visitors Bureau, and Middle Michigan Development Corporation (East DDA)
Annual funding transfer to the Fire Fund in support of the fire service delivery contract with the City of Mount Pleasant (East DDA and West DDA)
Annual payment to Middle Michigan Development Corporation in support of MMDC economic development activities for the East DDA and West DDA Districts
Annual payment to Mt. Pleasant Area Convention and Visitors Bureau in support of economic development activities for the East DDA and West DDA Districts

Legend	
	New
	Existing, planned, proposed

EAST DDA PROJECT LIST

East DDA District Projects & Descriptions	Priority	Timeframe	Cost Range Estimate	Status
BUSINESS RETENTION & RECRUITMENT				
Organize an association of business owners in the District	High	1-2 years		
Facilitate the creation of an organization of the business owners in the East DDA District to work together on special events, coordinated hours, and other mutually beneficial business-led projects; and to expand opportunities for communication between the EDA and local businesses.				
<i>Global Ends Addressed: Commerce</i>				
Business Incubator & Innovation Center: Feasibility analysis	High	1-2 years		
Investigate establishing a small business incubator via a feasibility analysis at the former Mid Michigan college bldg (Pickard/Summerton) for the purpose of job skill training that businesses in the DDA District can utilize to strengthen and grow their workforce.				
<i>Global Ends Addressed: Commerce; Community Well-Being and the Common Good</i>				
Business Incubator & Innovation Center: Application and Funding	Medium	2-4 years		
Develop an application and funding process for the Mid Michigan college building renovation. TIF funding can support the development and management/operations can be supported by a non-profit organization. The non-profit consortium to include Central Michigan, DDA, Mott foundation, etc.				
<i>Global Ends Addressed: Commerce; Community Well-Being and the Common Good</i>				

Business Incubator & Innovation Center: Acquisition and Build	Medium	2-4 years		
Complete the acquisition process for the innovation center and work with engineering and design firms to design and renovate the center.				
<i>Global Ends Addressed: Commerce; Community Well-Being and the Common Good</i>				
Business Incubator & Innovation Center: Operations and Management	Medium	Ongoing		
Develop a non-profit consortium (Central Michigan, DDA, Mott foundation, etc.) to handle all operations and management of the innovation center				
<i>Global Ends Addressed: Community Well-Being and the Common Good; and Commerce</i>				
Target Market Analysis	Low	4-6 years		
Identify investment opportunities and market gaps for retail and residential markets.				
<i>Global Ends Addressed: Commerce</i>				

East DDA District Projects & Descriptions	Priority	Timeframe	Cost Range Estimate	Status
PUBLIC BUILDINGS & SPACES				
Funding to support preparation of an updated Parks Master Plan	High	1 year	Estimated: \$10,000-\$15,000	Funded for 10k, Rodney is working on it
Funding in support of preparation of the East DDA component of an updated Parks and Recreation Master Plan, which would allow the Township to be eligible for state recreation grants.				
<i>Global Ends Addressed: Community Well-Being and the Common Good; and Health</i>				
Parks and Recreation Improvements	Medium	2-4 years		
Funding to improve public parks and pocket parks within the District				
<i>Global Ends Addressed: Community Well-Being and the Common Good; and Health</i>				

Additional improvements to and expansion of Jameson Park	Medium	2-4 years		
Funding in support of property acquisition to expand Jameson Park, update ballfields, provide additional recreational facilities, expand parking areas and stormwater management facilities, and complete other building, site, and infrastructure improvements.				Funded for some of work
<i>Global Ends Addressed: Community Well-Being and the Common Good; and Health</i>				
New public landmark or community gathering place	Medium	2-4 years		
Develop, implement, and fund a project to create a prominent public landmark or focal point amenity for the DDA District, or to create a transformational community gathering place for events. <i>Purpose: Spaces outside of the workplace and home are important for building strong communities. These spaces help people connect within their community around shared interests. If successful, shared spaces not only serve to connect people, but become a place the users will defend and protect.</i> <i>Potential locations: Adjacent to McGuire Elementary, within potential expansion areas B (adjacent to neighborhood) and A.</i>				The purpose, potential locations, and development options for this project should be considered as part of an update to the East DDA Development Plan (SEE ITALICS IN DESCRIPTION).
<i>Global Ends Addressed: Community Well-Being and the Common Good</i>				

East DDA District Projects & Descriptions	Priority	Timeframe	Cost Range	Status
DDA MARKETING/DEVELOPMENT STUDIES & PROMOTIONAL EVENTS/MATERIALS				
Branding and marketing activities	Medium	2-4 years		
Hire marketing and graphic design professionals to develop and implement a marketing and branding campaign for the purpose of establishing the DDA District as a distinct place for the purpose of marketing and attracting customers, businesses, and visitors. This strategy needs to incorporate a range of elements from traditional print and media efforts to social media and Internet promotions.				The Middle Michigan Development Corporation and Mt. Pleasant Area Chamber of Commerce provide some marketing and media services that benefit the East DDA District, but there is more that can be done.
<i>Global Ends Addressed: Commerce</i>				

Wayfinding signage	Medium	2-4 years		
Develop, implement, and fund a project to design and install wayfinding directional signage for community facilities, businesses, and other amenities in the DDA Districts, to assist visitors in reaching their destinations, to increase awareness of key local amenities, and to further develop a unified visual character for the DDA Districts.				Will require coordination with MDOT and the Road Commission, along with acquisition of necessary easements. This project should be considered as part of an overall branding and marketing effort.
<i>Global Ends Addressed: Prosperity through Economic Diversity, Cultural Diversity, and Social Diversity</i>				
District Advertising	Medium	Annually		
Annually promote Development Area businesses through group buying outdoor advertising, print media, television, and radio advertising.				
<i>Global Ends Addressed: Commerce</i>				
Community Events	Medium	Annually		
Assist in the funding of community events that are hosted in park spaces and community gathering spaces				
<i>Global Ends Addressed: Prosperity through Economic Diversity, Cultural Diversity, and Social Diversity</i>				

East DDA District Projects & Descriptions	Priority	Timeframe	Cost Range	Status
BUILDING FAÇADE AND SIGN IMPROVEMENT PROGRAM				
Grant program – building facades	High	1-2 years		
Develop and implement a grant program to improve the appearance of existing buildings in the DDA District.				
<i>Global Ends Addressed: Commerce</i>				
Grant program – freestanding signs	High	1-2 years		
Develop and implement a grant program to encourage replacement of existing pole-mounted freestanding signs on lots with monument-style ground-mounted signs. The goal of this program is to establish a more coordinated visual character for business signage and maximize sign visibility in areas where mature street trees tend to obscure taller signs.				
<i>Global Ends Addressed: Commerce</i>				

East DDA District Projects & Descriptions	Priority	Timeframe	Cost Range Estimate	Status
PUBLIC INFRASTRUCTURE IMPROVEMENTS				
Construct a cross-connection between Bud St. and Airway Dr.	High	1-2 years		
Work with the Road Commission to design, implement, and fund a project to construct a new local road and associated sidewalk and underground utility improvements between Bud St. and Airway Dr. This project would create a new pedestrian and vehicular connection between existing neighborhoods and may facilitate development of underutilized land in this area.				Will require coordination with and agreement from the Road Commission, along with property acquisition for the road right-of-way.
<i>Global Ends Addressed: Community Well-Being and the Common Good</i>				
Construct an extension of Corporate Dr. eastward to Belmont Dr.	High	1-2 years		
Work with the Road Commission to design, implement, and fund a project to extend Corporate Dr. from its current end point east of Packard Rd. eastward to Belmont Dr., along with associated sidewalk and underground utility improvements. This project would create a new pedestrian and vehicular connection and facilitate development of underutilized land in this area.				Will require coordination with and agreement from the Road Commission, along with property acquisition for the road right-of-way.
<i>Global Ends Addressed: Community Well-Being and the Common Good</i>				
Locate and map the existing streetlighting and irrigation systems	High	1-2 years		

<p>There is no set of as-built drawings for the EDA’s streetlighting and irrigation systems in the East DDA District, and these systems are not currently mapped into the Michigan Utility Notification Center's MISS DIG system. This means that this public infrastructure is vulnerable to potentially costly damage each time an excavation takes place near the lines, and that the EDA will be fully responsible for the associated repair costs. The MISS DIG system and associated Underground Facility Damage Prevention and Safety Act (Public Act 174 of 2013) are intended to protect public infrastructure investments from being damaged or destroyed during excavation work. If these systems were to be accurately mapped and added to the MISS DIG system, liability for the cost of repairs would shift from the EDA to the contractor doing the work that caused the damage. Accurate mapping would help to protect the public investment in these improvements, ease future repairs and system improvements, and assist the Township’s Public Services Department with their work on municipal water and sanitary sewer lines in the area.</p>				
<p><i>Global Ends Addressed: Community Well-Being and the Common Good; Safety; and Commerce</i></p>				
<p>Burial of overhead utility and communication lines</p>	High	1-2 years		
<p>Funding in support of projects to complete the burial of all utility and communication lines in the DDA District, in coordination with Consumers Energy and other entities with existing overhead lines.</p>				Will require coordination with road improvement projects, utilities agreement, and good communication with local businesses.
<p><i>Global Ends Addressed: Community Well-Being and the Common Good</i></p>				
<p>Construct an extension of Corporate Dr. eastward to Belmont Dr.</p>	High	1-2 years		
<p>Work with the Road Commission to design, implement, and fund a project to extend Corporate Dr. from its current end point east of Packard Rd. eastward to Belmont Dr., along with associated sidewalk and underground utility improvements. This project would create a new pedestrian and vehicular connection and facilitate development of underutilized land in this area.</p>				Will require coordination with and agreement from the Road Commission, along with property acquisition for the road right-of-way.
<p><i>Global Ends Addressed: Commerce</i></p>				

Construct an extension of E. Ward St. eastward from Elizabeth St. to Third St. south of Palmer St.	High	1-2 years		
Work with the Road Commission to design, implement, and fund a project to extend E. Ward St. eastward from Elizabeth St. to Third St. south of Palmer St. (behind the Art Van building), along with associated sidewalk and underground utility improvements. This project would create a new connection between neighborhoods.				Will require coordination with and agreement from the Road Commission, along with property acquisition for the road right-of-way.
<i>Global Ends Addressed: Community Well-Being and the Common Good</i>				
Cul-de-sac and sidewalk improvements near the Mary McGuire Elementary School.	High	1-2 years		
Work with the Road Commission and the Mt. Pleasant School District to design, implement, and fund a project to construct: (1) cul-de-sac turnarounds at the south ends of Carter St. and Betty Lane; (2) a sidewalk connection and looping of underground utilities eastward from Carter St. to connect to Betty Lane, Yats Dr., and S. Isabella Rd. along the north edge of the School parcel; and (3) a sidewalk connection to the school entrance.				
<i>Global Ends Addressed: Safety and Health</i>				
Improve roadways in Industrial area in Northwest corner (Expansion Area A)	Medium	2-4 years		
Work with the road commission to improve roadways along N. Packard				
<i>Global Ends Addressed: Safety and Health</i>				
Improve intersection of Isabella/Pickard	Medium	2-4 years		
Work with road commission to improve roadway and pedestrian intersection at Isabella and Pickard Roads.				During SWOT, it was stated that this should be opened up to 5 lanes of traffic.
<i>Global Ends Addressed: Safety and Health</i>				
Sidewalk installation and improvements along Isabella from Broadway (south) to Airport Rd. (north)	Medium	2-4 years		
Work with the Road Commission to design, implement, and fund a project to install sidewalks along Isabella Road from Broadway (south) to Airport (north). This project would provide pedestrian access and recreation opportunities between the neighborhoods, school, and commercial District.				
<i>Global Ends Addressed: Safety and Health</i>				

Free public WiFi Internet	High	1-2 years		
Develop, implement, and fund a project to provide for an attractive public amenity like free public wireless internet service, either through a public system or through interconnection of private wireless Internet facilities by partnering with businesses. An example of a private partnership interconnection model is the very successful Wireless Ypsi project: [https://meraki.cisco.com/lib/pdf/meraki_cs_ypsilanti_MI.pdf]				
<i>Global Ends Addressed: Commerce</i>				
Sidewalk installation and improvements along Broadway from Rosewood Dr. to Summerton Rd.	Low	4-6 years		
Work with the Road Commission to design, implement, and fund a project to install sidewalks along Broadway from Rosewood Dr. to Summerton Rd. This project would provide pedestrian access and recreation opportunities between the neighborhoods, school, and commercial District.				
<i>Global Ends Addressed: Safety and Health</i>				
Bicycle Lanes	Medium	2-4 years		
Install bicycle lanes on roads where right-of-way is available				
<i>Global Ends Addressed: Safety and Health</i>				

East DDA District Projects & Descriptions	Priority	Timeframe	Cost Range Estimate	Status
PRIVATE INFRASTRUCTURE IMPROVEMENTS				
Grant program – beautification	High	1-2 years		
Develop and implement a grant program to encourage landscaping and other site beautification work on existing lots.				Some money in budget
<i>Global Ends Addressed: Community Well-Being and the Common Good</i>				
Grant program – pedestrian access	High	1-2 years		
Develop and implement a grant program to encourage installation of private sidewalks and barrier-free pedestrian access improvements from public sidewalks to existing buildings.				Some money in budget
<i>Global Ends Addressed: Safety and Health</i>				

Grant program – bicycle parking improvements	High	1-2 years		
Develop and implement a grant program to encourage installation of secured and sheltered bicycle parking facilities for businesses.				
<i>Global Ends Addressed: Health</i>				
Increase broadband Internet capacity.	Medium	2-4 years		
Develop, implement, and fund a project to enhance the capacity and reliability of broadband Internet communications services in the District to attract and maintain businesses and promote economic development, including a new fiber optic network.				Prior to pursuing these projects, a survey of local businesses should be undertaken to identify current options and unmet needs. Any installation of a new or expanded fiber optic network would also require coordination with and agreement from MDOT and the Road Commission, along with acquisition of any necessary easements for surface facilities.
<i>Global Ends Addressed: Commerce</i>				
Grant program – exterior lighting	High	1-2 years		
Develop and implement a grant program to encourage replacement of unshielded exterior light fixtures with fully shielded fixtures coordinated pole lighting designs.				
<i>Global Ends Addressed: Safety and Health</i>				
East DDA District Projects & Descriptions	Priority	Timeframe	Cost Range Estimate	Status
SITE PREPARATION				
Funding can be used to pay for development site preparation like the removal of foundations, importing of fill, removal of poor soils, etc.	Medium	2-4 years		
East DDA District Projects & Descriptions	Priority	Timeframe	Cost Range Estimate	Status
ENVIRONMENTAL ACTIVITIES				
At times the cost of environmental remediation exceeds tax increment that can be captured under the Brownfield Act and additional funding is needed through the DDA.	Medium	2-4 years		

East DDA District Projects & Descriptions	Priority	Timeframe	Cost Range Estimate	Status
PROJECT-SPECIFIC GAP FUNDING				
Identification and analysis of redevelopment sites	Medium	2-4 years		
Identify sites for commercial and retail redevelopment in the District to rehabilitate existing structures and spur additional economic growth and vitality				
<i>Global Ends Addressed: Community Well-Being and the Common Good; and Commerce</i>				
Application process for TIF Funding				
Set up application process for requests to utilize TIF funding for project re/development	High	1-2 years		
<i>Global Ends Addressed: Commerce</i>				
Funding administration of TIF	Medium	ONGOING		
Audit and administer TIF funding for re/development				
<i>Global Ends Addressed: Commerce</i>				

East DDA District Projects & Descriptions	Priority	Timeframe	Cost Range Estimate	Status
CONSULTATION AND OPERATIONAL EXPENDITURES				
Develop a funding process to pay for the assistance of specialized consultants and EDA operational costs.	High	ONGOING		

East DDA District Projects & Descriptions	Priority	Timeframe	Cost Range Estimate	Status
BOND REPAYMENTS				
Where necessary, borrowed monies can be repaid using DDA capture tax increment.	Medium	2-4 years		

Tax Increment Financing Plan Updates for the WEST Downtown Development Authority District

2021



Charter Township of Union

Draft

Adopted xxx xx, 2021

ACKNOWLEDGEMENTS

The Charter Township of Union West Downtown Development Authority was created in 1985 pursuant to the Downtown Development Authority (Act 197 of 1975), as repealed and recodified under the Recodified Tax Increment Financing Act (Act 57 of 2018). The purpose of the Authority is to correct and prevent deterioration and promote economic growth within the Charter Township of Union's West principal business district.

For their vision and support, the following community leaders should be recognized:

Board of Trustees:

Bryan Mielke, Township Supervisor
Lisa Cody, Township Clerk
Kimberly Rice, Township Treasurer
Connie Lee Bills, DPM, Trustee
Jeff Brown, Trustee
Bill Hauck, Trustee
James Thering, Trustee

Economic Development Authority Board:

Thomas Kequom, Chair
Bryan Mielke, Vice-Chair
Robert Bacon
Richard Barz
Sarvjit Chowdhary
David Coyne
Marty Figg
Cheryl Hunter
Jeff Sweet
James Zalud

Charter Township of Union Staff Members:

Mark Stuhldreher, Township Manager
Rodney C. Nanney, AICP, Community and Economic Development Director
Kim Smith, Public Services Director
Sherrie Teall, Finance Director
Joy Smith, GIS Specialist
Amy Peak, Building Services Clerk

This plan was prepared with assistance from **CIB Planning**



ADOPTED BY ECONOMIC DEVELOPMENT AUTHORITY BOARD: xxxxxx xx, 2021

ADOPTED BY CHARTER TOWNSHIP OF UNION'S BOARD: xxxxxx xx, 2021

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GENERAL OVERVIEW

The Charter Township of Union's West Downtown Development Authority (DDA) was first established in 1985. A DDA is governed by an appointed Board whose primary purpose is to correct and prevent deterioration and promote economic growth within the township's principal business districts. Other purposes of a DDA include reversing declining property values, improving the overall business climate, and increasing employment opportunities. A primary benefit of forming a DDA is the ability to capture the incremental increase in property taxes that result from improvements in the District. These tax revenues are used to finance public improvements and redevelopment projects within the District, which furthers the goal of economic growth.

A Development Plan is one tool the EDA and DDA rely upon for identifying and implementing projects aimed at spurring new private investment. Recommendations also ensure that improvements match the available revenues and can enable the West DDA to become eligible for other funding sources. This Plan was prepared in accordance with the Downtown Development Authority Act, P.A. 57 of 2018. Additional corresponding information can be found in the West DDA District Implementation Strategy that accompanies this plan but is adopted separately by the EDA Board.

A DDA can capture new tax increment in the District (TIF) and use it to pay for improvements that otherwise could not be afforded by either local businesses or government. This funding can also be used to incentivize projects that otherwise are not feasible due to development costs that exceed possible revenue. Moreover, creation of a TIF district does not take away current tax revenue; it just captures new tax revenue that results from improvements to property or an increase in value. It also does not cause payment of increased taxes by property owners in the DDA Districts.

LEGAL BASIS OF THE PLAN

The Development Plan and Tax Increment Financing Plan are prepared pursuant to the requirements of Section 217(2)(a-p) of Act 57 of 2018. More specifically, Section 217 of the Act states that “When a board decides to finance a project in the downtown district by the use of revenue bonds as authorized in section 213 or tax increment financing as authorized in sections 214, 215, and 216, it shall prepare a development plan.”

DEVELOPMENT PLAN REQUIREMENTS

Section 217 also indicates that the development plan shall contain all the following:

A. THE DESIGNATION OF BOUNDARIES OF THE DEVELOPMENT AREA IN RELATION TO HIGHWAYS, STREETS, STREAMS, OR OTHERWISE.

The development area is located within the limits of Union Township (Map 1.) In general, the development area runs just north of Shagbark Street east to just north of Transportation (incorporating Sabel and Eland Court neighborhoods) to S. Bradley Street, west to just north of Ginger’s Way, north along Lincoln, west along Leroy and north along the back of the parcels to the east to Remus meeting up with Buckthorn Street. The legal description is found in Appendix B, Legal Description.

B. THE LOCATION AND EXTENT OF EXISTING STREETS AND OTHER PUBLIC FACILITIES WITHIN THE DEVELOPMENT AREA, DESIGNATING THE LOCATION, CHARACTER, AND EXTENT OF THE CATEGORIES OF PUBLIC AND PRIVATE LAND USES THEN EXISTING AND PROPOSED FOR THE DEVELOPMENT AREA, INCLUDING RESIDENTIAL, RECREATIONAL, COMMERCIAL, INDUSTRIAL, EDUCATIONAL, AND OTHER USES, AND INCLUDING A LEGAL DESCRIPTION OF THE DEVELOPMENT AREA.

Existing land uses in the Development Area are illustrated on Map 2, "Existing Land Use".

C. A DESCRIPTION OF EXISTING IMPROVEMENTS IN THE DEVELOPMENT AREA TO BE DEMOLISHED, REPAIRED, OR ALTERED, A DESCRIPTION OF ANY REPAIRS AND ALTERATIONS, AND AN ESTIMATE OF THE TIME REQUIRED FOR COMPLETION.

The description of existing improvements to be demolished and associated schedule for implementation is provided in this plan under the heading “Proposed Improvements.”

D. THE LOCATION, EXTENT, CHARACTER, AND ESTIMATED COST OF THE IMPROVEMENTS INCLUDING REHABILITATION CONTEMPLATED FOR THE DEVELOPMENT AREA AND AN ESTIMATE OF THE TIME REQUIRED FOR COMPLETION.

To expand upon what was indicated above, the location, character and estimated cost/timing of the improvements is provided below:

PROPOSED IMPROVEMENTS: WEST DDA

1. Business Development \$420,000-\$520,000

The DDA will assist the Economic Development Authority, Planning Commission, local officials, businesspeople, entrepreneurs, etc., in providing an acceptable climate for business investment. Efforts will focus on assisting existing businesses and promoting new businesses that benefit the community. This will likely involve the following projects:

- Institution of a building rehabilitation grant program that provides qualifying applicants funding to improve their building.
- Encouraging property owners and developers to create mixed-use developments, in keeping with District zoning requirements.
- Other potential activities that support and promote local business development.

2. Public Buildings and Spaces \$550,000-\$625,000

To better create a sense of place at strategic locations in the DDA District, the DDA will support the development and enhancement of public buildings and spaces including: pedestrian plazas, parks, open spaces, gardens, gazebos, sculptures, art, performance areas, walkways, and supporting site amenities, construction of public restrooms, or other similar structures identified as development occurs.

3. DDA Marketing/Development Studies and Promotional Events/Materials \$450,000-\$550,000

Destination branding and marketing have key relationships with successful districts. It is an important task to complete once the DDA has identified redevelopment goals and has established its identity within the greater region. Marketing and development attraction studies can be used as tools to attract specific development types or specific developers. Marketing materials (online, print, radio, mailers, billboard rental) can also be prepared for distribution to developers, retailer, and real estate firms promoting Union Township. This may include brochures, exhibits, trade area data, web site materials, social media activities, etc. It is also the Township's desire to create a unified image and market the West DDA District of Union Township as a cohesive business District. To that end, funding can be used for a joint marketing strategy and promotions with involvement of the business community that brings together resources for advertising, special events, and public relations.

4. Building Facade and Sign Improvement Program \$350,000-\$400,000

Existing signs and structures in the DDA that are in need of upgrade in terms of design, materials, and colors can apply for funding under this program. The DDA can allocate resources to pursue the following efforts toward upgrading the appearance of buildings in the District:

- Develop design guidelines or requirements for all buildings and signs in the District with corresponding sketches and pictures
- Develop a program to assist business owners in funding these improvements as a method to encourage implementation of the design guidelines or requirements

5. DDA Property Acquisition \$475,000-\$550,000

This involves the acquisition of property to accomplish the goals set forth by the DDA. There are times when key pieces of property become available for purchase within the DDA District, which require the DDA to purchase said properties for redevelopment or public purposes. This can also be a tool to assist with blight removal and demolition within the District.

6. Special District & Urban Design Plans \$350,000-\$400,000

District plans and urban design help to guide the built environment of the District. Many times, these plans focus on form and design elements to enhance the function of the District. Results of these plans can lead to new development projects that have been thoughtfully crafted to create vibrancy and increase density within the District core. These plans also generally result with the development of design-based guidelines for redevelopment of existing sites or development of new sites.

7. Demolition \$325,000-\$425,000

Occasionally, development opportunities require demolition of existing sites and structures. The DDA can participate in the costs of the demolition process when it is appropriate to spur new development opportunities.

8. Public Infrastructure Improvements \$1,750,000-\$2,000,000

Public improvements cover a wide array of projects including street lighting, streetscape enhancements, water and sewer improvements; electrical improvements, burying of existing and new utilities, storm water improvements, parking improvements, and generally anything else that falls within the public right-of-way, easement, or public realm.

9. Private Infrastructure Improvements \$550,000-\$620,000

As part of redevelopment, developers are often required to improve private infrastructure or anything on a private property (not in a public right-of way). The DDA is able to assist with offsetting these costs, specifically when it comes to integrated parking structures such as vertical and underground parking, utilities, water and sewer tap fees; soft costs, and others that support density in accordance with local zoning, master plans, and township goals, but may be cost-prohibitive to complete the project. Although these improvements are considered private for funding purposes, they have public benefit and support the redevelopment efforts of the Township and DDA.

10. Site Preparation \$400,000-\$500,000

Costs associated with site preparation can be significant for both public and private investment. These costs include such activities as clearing and grubbing; compaction and sub-base preparation; cut and fill operations; dewatering, excavation for unstable material, foundation work (to address special soil concerns, retaining walls, temporary sheeting/shoring, specific and unique activities, etc.); anything on private property not in a public right-of-way to support density; and prohibitive costs to allow for greater density in accordance with local zoning, master plans, and Township goals.

11. Environmental Activities \$300,000-\$400,000

Environmental Activities would include activities beyond what may be supported by the Michigan Department of Environment, Great Lakes and Energy (EGLE) under an approved Brownfield Plan and Act 381 Work Plan to protect human health and the environment, off-set cost-prohibitive environmental costs and insurance needs, etc. This can also include wildlife and habitat preservation, or restoration related to a specific development project or Public Buildings and Spaces under item #2 above.

12. Project-Specific Gap Funding Variable depending upon project (\$650,000-\$700,000)

Recognizing that the cost of mixed-use, traditional development is higher than it is for undeveloped sites, the Township may, at its own discretion, commit project-specific future tax increment capture back to private projects for a specified period of time. The goal is to provide funding to close the “gap” that prevents the project from becoming a reality due to financial feasibility. For example, if the pro-forma for a project indicates that it cannot generate enough income to cover the cost of construction and a reasonable rate of return for a developer/investor, future tax increment can be committed to that development to make it feasible. It can also be used as a tool to attract companies and businesses to the township to create new employment opportunities within the DDA District.

13. Consultation and Operational Expenditures \$950,000-\$1,000,000

The Consultation and Operational Expenditures category provides for professional services (staff) and operational activities relating to the DDA. This category is relatively variable and is subject to the level and complexity of future activities taken on by the DDA. Professional services are required to implement the proposals within this Plan and to manage and operate the DDA. This may include, but is not limited to, market studies, grant writing and administration; planning and architectural design; engineering, inspections and construction management services; and environmental assessment and mitigation planning. DDA operational activities may include but are not limited to public notices, mailings, office supplies, administrative support, and equipment usage/rental, etc.

14. Bond Repayments \$755,000-\$805,000

Tax capture can be used to pay back money that was borrowed for eligible projects under this plan.

Estimated Total Cost of All Projects: \$8,275,000-\$9,495,000

E. A STATEMENT OF THE CONSTRUCTION OR STAGES OF CONSTRUCTION PLANNED, AND THE ESTIMATED TIME OF COMPLETION OF EACH STAGE.

The specific projects to be undertaken by the DDA are not known at this time. The “Proposed Improvements” list above will be updated to show the construction planned, and the estimated time of completion, for each project as this information is known.

F. A DESCRIPTION OF ANY PARTS OF THE DEVELOPMENT AREA TO BE LEFT AS OPEN SPACE AND THE USE CONTEMPLATED FOR THE SPACE.

Future land uses for DDA District are shown on Map #3 and it identifies existing and proposed open space.

G. A DESCRIPTION OF ANY PORTIONS OF THE DEVELOPMENT AREA THAT THE AUTHORITY DESIRES TO SELL, DONATE, EXCHANGE, OR LEASE TO OR FROM THE MUNICIPALITY AND THE PROPOSED TERMS.

At the present time the Authority has no plans to lease, own, or otherwise control property in its own name. Should acquisition of property be required in the future to accomplish the objectives of the DDA, or should the Authority receive property by donation, through purchase, or by any other means of acquisition, the Authority will establish and formally adopt appropriate procedures for property disposition, subject to applicable Federal, State, and local regulations.

H. A DESCRIPTION OF DESIRED ZONING CHANGES AND CHANGES IN STREETS, STREET LEVELS, INTERSECTIONS, TRAFFIC FLOW MODIFICATIONS, OR UTILITIES.

Union Township updated the Master Plan in 2017, and will look for opportunities to strengthen zoning regulations, while remaining flexible, for new uses that may be attracted to the District. This will require zoning updates on a regular basis and may positively impact properties in the DDA boundary area. Those amendments will be added to the Appendix of this document when approved. Proposed changes in infrastructure such as streets, sidewalks, utilities, etc. are not known at this time but will also be added to the Appendix when they are known.

I. AN ESTIMATE OF THE COST OF THE DEVELOPMENT, A STATEMENT OF THE PROPOSED METHOD OF FINANCING THE DEVELOPMENT, AND THE ABILITY OF THE AUTHORITY TO ARRANGE THE FINANCING.

A description, including cost estimate and schedule of implementation, for each improvement project that will be completed within the District is contained in the project schedule and budget in this plan under “Proposed Improvements.”

J. DESIGNATION OF THE PERSON OR PERSONS, NATURAL OR CORPORATE, TO WHOM ALL OR A PORTION OF THE DEVELOPMENT IS TO BE LEASED, SOLD, OR CONVEYED IN ANY MANNER AND FOR WHOSE BENEFIT THE PROJECT IS BEING UNDERTAKEN IF THAT INFORMATION IS AVAILABLE TO THE AUTHORITY.

Information concerning the names of people for whom benefits may accrue is unknown at this time and will not be available until phases of implementation are underway.

K. THE PROCEDURES FOR BIDDING FOR THE LEASING, PURCHASING, OR CONVEYING IN ANY MANNER OF ALL OR A PORTION OF THE DEVELOPMENT UPON ITS COMPLETION, IF THERE IS NO EXPRESS OR IMPLIED AGREEMENT BETWEEN THE AUTHORITY AND PERSONS, NATURAL OR CORPORATE, THAT ALL OR A PORTION OF THE DEVELOPMENT WILL BE LEASED, SOLD, OR CONVEYED IN ANY MANNER TO THOSE PERSONS.

All such procedures will follow both Township and State law and at the present time there are no commitments made.

L. ESTIMATES OF THE NUMBER OF PERSONS RESIDING IN THE DEVELOPMENT AREA AND THE NUMBER OF FAMILIES AND INDIVIDUALS TO BE DISPLACED. IF OCCUPIED RESIDENCES ARE DESIGNATED FOR ACQUISITION AND CLEARANCE BY THE AUTHORITY, A DEVELOPMENT PLAN SHALL INCLUDE A SURVEY OF THE FAMILIES AND INDIVIDUALS TO BE DISPLACED, INCLUDING THEIR INCOME AND RACIAL COMPOSITION, A STATISTICAL DESCRIPTION OF THE HOUSING SUPPLY IN THE COMMUNITY, INCLUDING THE NUMBER OF PRIVATE AND PUBLIC UNITS IN EXISTENCE OR UNDER CONSTRUCTION, THE CONDITION OF THOSE UNITS IN EXISTENCE, THE NUMBER OF OWNER-OCCUPIED AND RENTER-OCCUPIED UNITS, THE ANNUAL RATE OF TURNOVER OF THE VARIOUS TYPES OF HOUSING AND THE RANGE OF RENTS AND SALE PRICES, AN ESTIMATE OF THE TOTAL DEMAND FOR HOUSING IN THE COMMUNITY, AND THE ESTIMATED CAPACITY OF PRIVATE AND PUBLIC HOUSING AVAILABLE TO DISPLACED FAMILIES AND INDIVIDUALS.

At the present time, no known relocation of families or individuals will take place within the scope of this proposed Development Plan or Tax Increment Financing Plan. Should said displacement be planned during implementation of the plan, the above information will be gathered accordingly.

M. A PLAN FOR ESTABLISHING PRIORITY FOR THE RELOCATION OF PERSONS DISPLACED BY THE DEVELOPMENT IN ANY NEW HOUSING IN THE DEVELOPMENT AREA.

At the present time, no known relocation of families or individuals will take place within the scope of this proposed Development Plan or Tax Increment Financing Plan.

N. PROVISION FOR THE COSTS OF RELOCATING PERSONS DISPLACED BY THE DEVELOPMENT AND FINANCIAL ASSISTANCE AND REIMBURSEMENT OF EXPENSES, INCLUDING LITIGATION EXPENSES AND EXPENSES INCIDENT TO THE TRANSFER OF TITLE, IN ACCORDANCE WITH THE STANDARDS AND PROVISIONS OF THE UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES ACT OF 1970, PUBLIC LAW 91-646, 84 STAT. 1894.

At the present time, no known relocation of families or individuals will take place within the scope of this proposed Development Plan or Tax Increment Financing Plan.

O. A PLAN FOR COMPLIANCE WITH THE FEDERAL UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES ACT OF 1970 AND ACT 227 OF THE PUBLIC ACTS OF 1972.

At the present time, no known relocation of families or individuals will take place within the scope of this proposed Development Plan or Tax Increment Financing Plan.

P. OTHER MATERIAL THAT THE AUTHORITY, LOCAL PUBLIC AGENCY, OR GOVERNING BODY CONSIDERS PERTINENT.

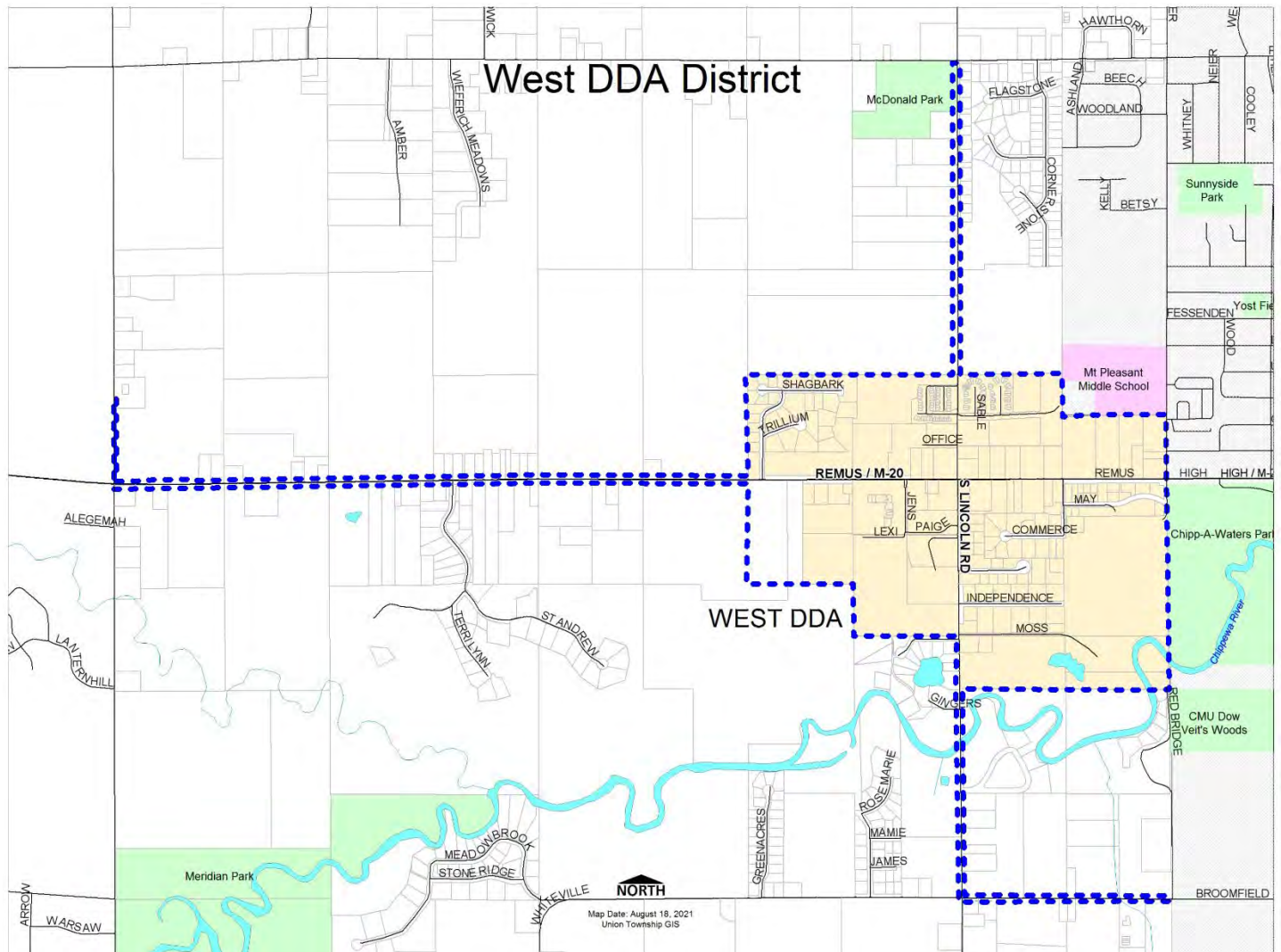
Such other material will be identified or added as the need arises.

Q. DEVELOPMENT AREA CITIZENS COUNCIL.

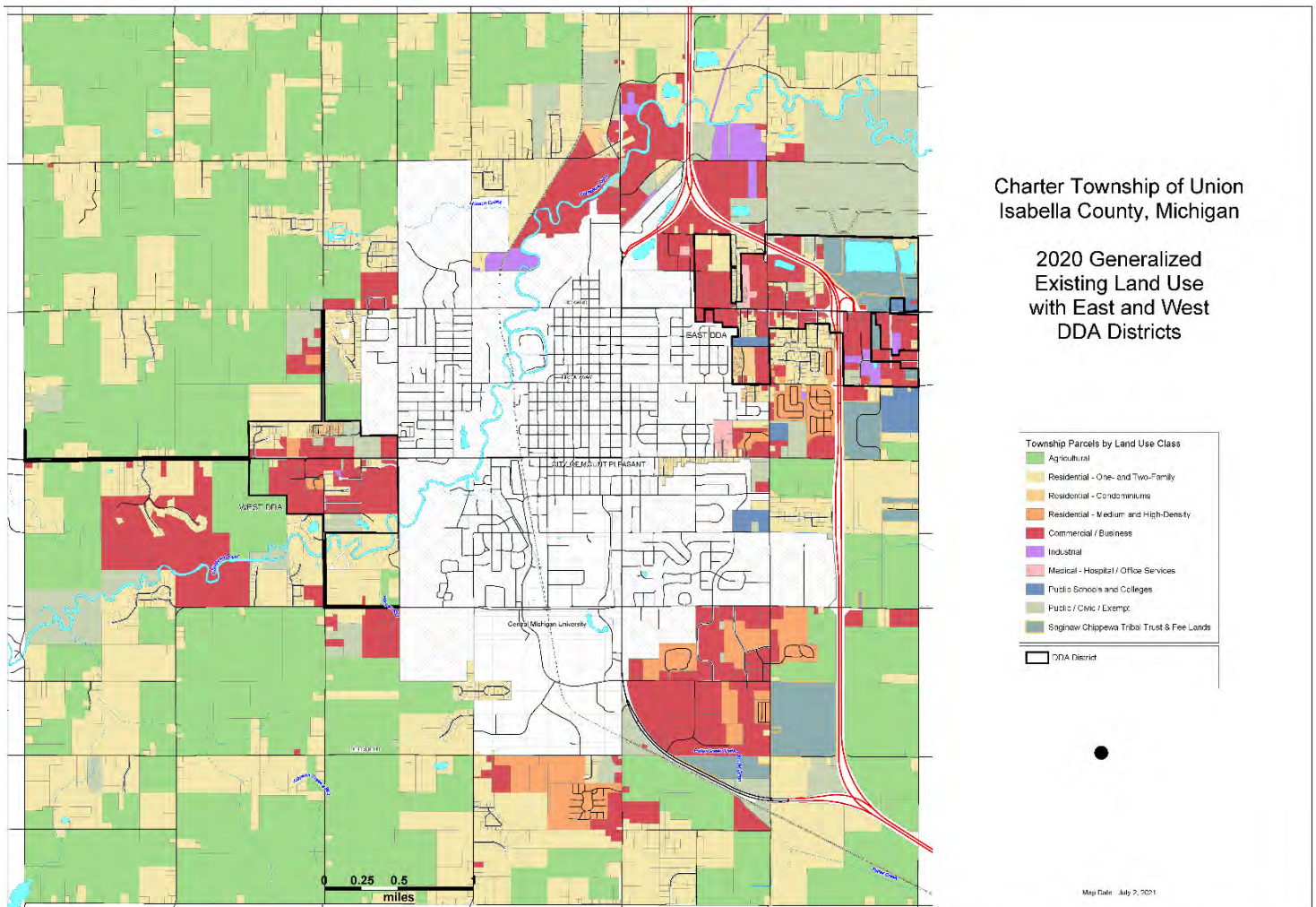
Since the development area of the DDA has more than 100 full-time primary residents, a development area citizens council will be formed as an advisory body to the Board of the DDA. The development area citizens council shall be established by the governing body and shall consist of not less than 9 members. The members of the development area citizens council shall be residents of the development area and shall be appointed by the governing body. A member of a development area citizens council shall be at least 18 years of age and the development area citizens council shall be representative of the development area.

Periodically a representative of the authority responsible for preparation of a development or tax increment financing plan within the development area shall consult with and advise the development area citizens council regarding the aspects of a development plan, including the development of new housing for relocation purposes located either inside or outside of the development area. The consultation shall begin before any final decisions by the authority and the governing body regarding a development or tax increment financing plan. The consultation shall continue throughout the preparation and implementation of the development or tax increment financing plan.

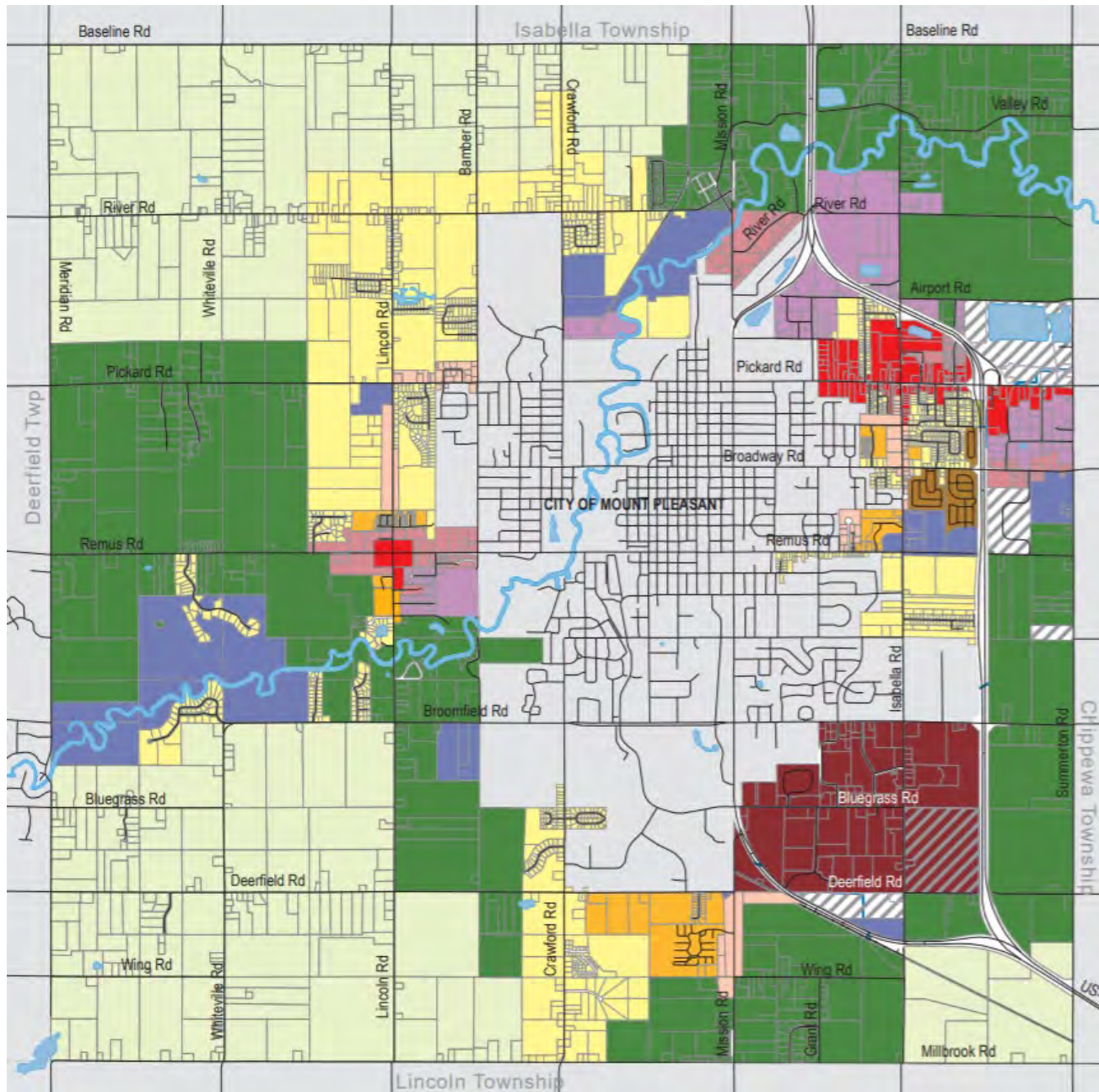
Map I: West DDA District Boundaries



Map 2: Existing Land Use



Map 3: Future Land Use



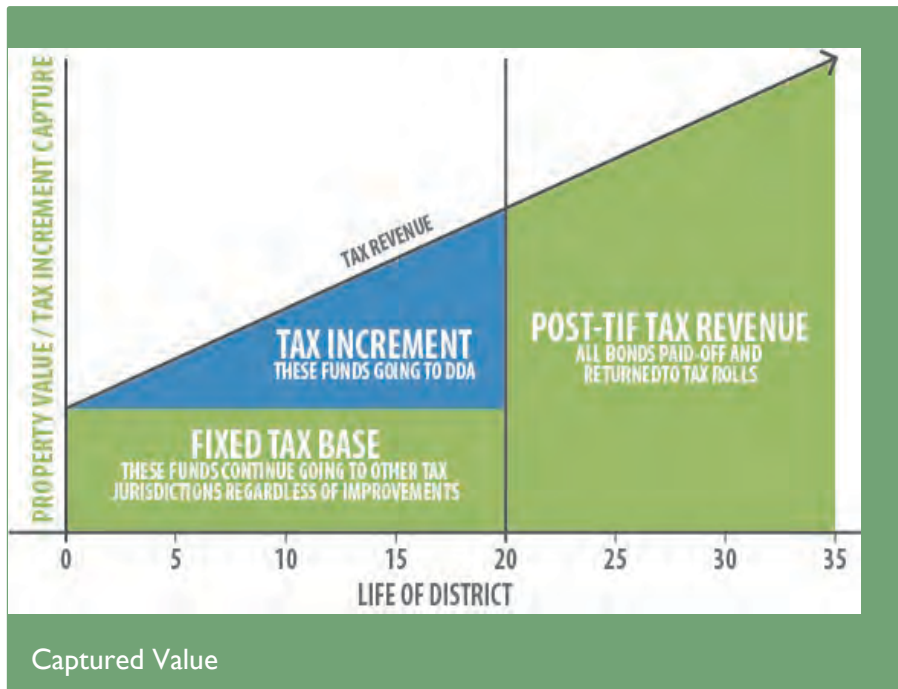
- | | |
|---|---|
|  Rural Preservation |  Neighborhood Service |
|  Rural Buffer |  Community Commercial |
|  Residential |  Commercial/Industrial Mix |
|  Residential- Attached |  Industrial/Employment |
|  Manufactured Housing |  Recreation/Institutional |
|  Bluegrass Center Area |  Tribal Trust Lands |

TAX INCREMENT FINANCING PLAN

EXPLANATION OF THE TAX INCREMENT PROCEDURE

Tax Increment Financing (TIF financing) is a method of funding public investments in an area slated for (re)development by capturing, for a time, all or a portion of the increased tax revenue that may result from increases in property values, either as a result of (re)development or general market inflation. The concept of tax increment financing is applied only to the Development Area for which a development plan has been prepared by the Downtown Development Authority and adopted by the Economic Development Authority.

As provided in PA 57 of 2018, tax increment financing is an effective tool for financing redevelopment and planning of designated development areas within a Downtown Development Authority District. TIF financing can be used to fund facilities, structures, or improvements within the District and to:



1) market businesses within the District; 2) plan for property within the District; 3) acquire land; 4) improve sites; 5) construct buildings; 6) close the financing “gap” for projects; and 7) administer the Development Plan. Because TIF financing involves capture of tax revenue for certain parcels, TIF dollars must be used for improvements that will generally benefit those same parcels.

“Captured Taxable Value” can be described as the difference in amount

in any year of the Plan in which the current assessed value exceeds the initial assessed value. “Current Taxable Value” is the amount of value upon which taxes are based for the current year, also called the Taxable Value. “Initial Taxable Value” represents the assessed value of properties at the time the DDA was established or updated, in this case 1985. Tax exempt properties are represented as a zero value in the Plan, since no tax increments will be collected for that site, regardless of increases in actual property value. The difference between the initial taxable value (base year total) and the current taxable value (current year total) is the value of property for which taxes can be captured and (re)invested by the DDA.

I. Increase in taxable value. The initial taxable value (“SEV”) for this plan is the taxable value of all real and personal property in the development area as determined on November 21, 1985. This is commonly considered the SEV for 1985. As shown in Table I, the base value of real property in the District is \$1,819,075.

Estimated Taxable Value Increase: West District

Table 1
Estimated Tax Capture Value 2021-2041

WEST FISCAL YEAR	ESTIMATED Projected Increase	ANNUAL TAXABLE VALUE	CAPTURED TAXABLE VALUE
Base Year 1985, Base Value = \$1,819,075			
2020	2.0%	28,372,969	26,553,894
2021	2.0%	28,372,969	27,121,353
2022	2.0%	28,372,969	27,700,162
2023	2.0%	28,372,969	28,290,547
2024	2.0%	28,372,969	28,892,739
2025	2.0%	28,372,969	29,506,975
2026	2.0%	28,372,969	30,133,496
2027	2.0%	28,372,969	30,772,548
2028	2.0%	28,372,969	31,424,380
2029	2.0%	28,372,969	32,089,249
2030	2.0%	28,372,969	32,767,416
2031	2.0%	28,372,969	33,459,146
2032	2.0%	28,372,969	34,164,710
2033	2.0%	28,372,969	34,884,386
2034	2.0%	28,372,969	35,618,455
2035	2.0%	28,372,969	36,367,206
2036	2.0%	28,372,969	37,130,931
2037	2.0%	28,372,969	37,909,931
2038	2.0%	28,372,969	38,704,512
2039	2.0%	28,372,969	39,514,983
2040	2.0%	28,372,969	40,341,664
2041	2.0%	28,372,969	41,184,879

(1) This table assumes capture based on inflation only - no new development or increase in value due to improvements. New development would increase capture.

(2) 2021-2041 assume 2.0% growth/year.

The purpose of the Tax Increment Financing Plan is to ensure that revenues from tax increment capture will be sufficient to cover anticipated costs, especially when it comes to bond debt. Therefore, some assumptions are involved in order to project property values into the future to determine anticipated revenues. A modest increase in property values was assumed. A conservative growth rate of 2.0% was used in the projections for future TIF revenue.

2. Capturable Taxable Value. A limited amount of development is expected over the entire West DDA District, as shown in Table 2. To provide conservative estimates, the TIF revenues are based on increases in property values based on the market, not improvements to property.

**Table 2
Union Township WEST DDA Total Projected Revenues**

FY	Taxable Value	Tax Increment Captured	Millage Multiplier	Tax Increment Revenue
1985	\$1,819,075		0.01292910	
2020	\$28,372,969	\$26,553,894	0.01292910	\$343,318
2021	\$28,940,428	\$27,121,353	0.01292910	\$350,655
2022	\$29,519,237	\$27,700,162	0.01292910	\$358,138
2023	\$30,109,622	\$28,290,547	0.01292910	\$365,771
2024	\$30,711,814	\$28,892,739	0.01292910	\$373,557
2025	\$31,326,050	\$29,506,975	0.01292910	\$381,499
2026	\$31,952,571	\$30,133,496	0.01292910	\$389,599
2027	\$32,591,623	\$30,772,548	0.01292910	\$397,861
2028	\$33,243,455	\$31,424,380	0.01292910	\$406,289
2029	\$33,908,324	\$32,089,249	0.01292910	\$414,885
2030	\$34,586,491	\$32,767,416	0.01292910	\$423,653
2031	\$35,278,221	\$33,459,146	0.01292910	\$432,597
2032	\$35,983,785	\$34,164,710	0.01292910	\$441,719
2033	\$36,703,461	\$34,884,386	0.01292910	\$451,024
2034	\$37,437,530	\$35,618,455	0.01292910	\$460,515
2035	\$38,186,281	\$36,367,206	0.01292910	\$470,195
2036	\$38,950,006	\$37,130,931	0.01292910	\$480,070
2037	\$39,729,006	\$37,909,931	0.01292910	\$490,141
2038	\$40,523,587	\$38,704,512	0.01292910	\$500,414
2039	\$41,334,058	\$39,514,983	0.01292910	\$510,893
2040	\$42,160,739	\$40,341,664	0.01292910	\$521,581
2041	\$43,003,954	\$41,184,879	0.01292910	\$532,483
	Total Taxable Value Captured	\$734,533,564	Total TI Revenue	\$9,496,858

3. Tax Increment Capture. For each year within the term of the plan, the Finance Director transmits directly to the DDA, the applicable portion of the tax levy set by the taxing units on the real property in the development area, including that portion of any commercial facilities tax levied pursuant to P.A. 255 of 1978 and that portion on an industrial facilities tax levied pursuant to PA 198 of 1974. Voted and separately identified debt millage revenues do not come to the DDA but go directly to the intended taxing units.

“Tax increment revenues” means the amount of ad valorem property taxes and specific local taxes attributable to the application of the levy of all taxing jurisdictions upon the captured assessed value of real and personal property in the Development Area. Tax increment revenues do not include any of the following:

- a. Taxes under the state education tax act, 1993 PA 331, MCL 211.901 to 211.906.
- b. Taxes levied by local or intermediate school districts.
- c. Ad valorem property taxes attributable either to a portion of the captured assessed value shared with taxing jurisdictions within the jurisdictional area of the authority or to a portion of value of property that may be excluded from captured assessed value or specific local taxes attributable to the ad valorem property taxes.
- d. Ad valorem property taxes excluded by the tax increment financing plan of the authority from the determination of the amount of tax increment revenues to be transmitted to the authority or specific local taxes attributable to the ad valorem property taxes.
- e. Ad valorem property taxes exempted from capture under section 18(5) or specific local taxes attributable to the ad valorem property taxes.
- f. Ad valorem property taxes specifically levied for the payment of principal and interest of obligations approved by the electors or obligations pledging the unlimited taxing power of the local governmental unit or specific taxes attributable to those ad valorem property taxes.

To utilize tax increment financing, the DDA must prepare a development plan and a tax increment financing plan. Both plans are submitted to the Township Board, who must approve the plans. These plans may be amended in the future to reflect changes desired by the DDA or the Township. All amendments must follow the procedures of the Act.

MAXIMUM AMOUNT OF BONDED INDEBTEDNESS TO BE INCURRED

The Downtown Development Authority may explore the possibility of bonding against future revenues to supply the funds required to accomplish larger public improvement projects. The extent of the indebtedness and the timing of the debt retirement will be determined by the extent of the tax increment revenues. The maximum indebtedness, as stated in PA 57 of 2018, cannot exceed the ability to service the debt from tax increments. Only 80% of projected revenues are available as debt service funds. Future plan updates will consider outstanding debt as it plans for continued investment in the District.

DURATION OF THE DEVELOPMENT PROGRAM

The remaining duration of the tax increment financing plan is twenty (20) years, commencing upon approval by the Union Township EDA Board in 2021 and will cease with tax collections due in December 2041, unless this plan is amended to extend or shorten its duration.

STATEMENT OF THE ESTIMATED IMPACT OF TAX INCREMENT FINANCING ON TAXING JURISDICTIONS IN WHICH THE DEVELOPMENT AREA IS LOCATED.

The DDA is eligible to capture tax increment revenues from The DDA is eligible to capture tax increment revenues from County Operating, ICTC - Isabella County Transportation Commission, Medical Care Facility (MCF), Commission on Aging (COA), County Parks and Recreation, Township Operating, and Township Fire Department. For a complete listing of taxing jurisdictions, please see Table 3 below.

The most important impact on the affected taxing jurisdictions is that the amount of revenue they currently receive from property within the District will not increase during the life of the Plan. Once the base value of the District is set, the DDA will capture the revenue from any increase in property value. The base amount would still flow to the appropriate taxing jurisdictions. In other words, the revenue to each taxing jurisdiction would effectively be frozen at the base value for the entire term of the DDA Plan.

The impact of tax increment financing on the revenues of all taxing properties is illustrated in Table 3 on the following page.

Table 3: Union Township West DDA Total Projected Revenue by Taxing Jurisdiction

WEST FISCAL YEAR	ESTIMATED Projected Increase	ANNUAL TAXABLE VALUE	CAPTURED TAXABLE VALUE	County Operating 0.0066100	ICTC - Isabella County Transportation Commission 0.0008620	Medical Care Facility (MCF) 0.0009795	Commission on Aging (COA) 0.0008776	County Parks and Recreation 0.0003500	Township Operating 0.0010000	Township Fire 0.0022500	TAX INCREMENT REVENUE 0.012929100
Base Year	1985	1,819,075									
2020	2.0%	28,372,969	26,553,894	\$ 175,521	\$ 22,889	\$ 26,010	\$ 23,304	\$ 9,294	\$ 26,554	\$ 59,746	\$ 343,318
2021	2.0%	28,940,428	27,121,353	\$ 179,272	\$ 23,379	\$ 26,565	\$ 23,802	\$ 9,492	\$ 27,121	\$ 61,023	\$ 350,655
2022	2.0%	29,519,237	27,700,162	\$ 183,098	\$ 23,878	\$ 27,132	\$ 24,310	\$ 9,695	\$ 27,700	\$ 62,325	\$ 358,138
2023	2.0%	30,109,622	28,290,547	\$ 187,001	\$ 24,386	\$ 27,711	\$ 24,828	\$ 9,902	\$ 28,291	\$ 63,654	\$ 365,771
2024	2.0%	30,711,814	28,892,739	\$ 190,981	\$ 24,906	\$ 28,300	\$ 25,356	\$ 10,112	\$ 28,893	\$ 65,009	\$ 373,557
2025	2.0%	31,326,050	29,506,975	\$ 195,041	\$ 25,435	\$ 28,902	\$ 25,895	\$ 10,327	\$ 29,507	\$ 66,391	\$ 381,499
2026	2.0%	31,952,571	30,133,496	\$ 199,182	\$ 25,975	\$ 29,516	\$ 26,445	\$ 10,547	\$ 30,133	\$ 67,800	\$ 389,599
2027	2.0%	32,591,623	30,772,548	\$ 203,407	\$ 26,526	\$ 30,142	\$ 27,006	\$ 10,770	\$ 30,773	\$ 69,238	\$ 397,861
2028	2.0%	33,243,455	31,424,380	\$ 207,715	\$ 27,088	\$ 30,780	\$ 27,578	\$ 10,999	\$ 31,424	\$ 70,705	\$ 406,289
2029	2.0%	33,908,324	32,089,249	\$ 212,110	\$ 27,661	\$ 31,431	\$ 28,162	\$ 11,231	\$ 32,089	\$ 72,201	\$ 414,885
2030	2.0%	34,586,491	32,767,416	\$ 216,593	\$ 28,246	\$ 32,096	\$ 28,757	\$ 11,469	\$ 32,767	\$ 73,727	\$ 423,653
2031	2.0%	35,278,221	33,459,146	\$ 221,165	\$ 28,842	\$ 32,773	\$ 29,364	\$ 11,711	\$ 33,459	\$ 75,283	\$ 432,597
2032	2.0%	35,983,785	34,164,710	\$ 225,829	\$ 29,450	\$ 33,464	\$ 29,983	\$ 11,958	\$ 34,165	\$ 76,871	\$ 441,719
2033	2.0%	36,703,461	34,884,386	\$ 230,586	\$ 30,070	\$ 34,169	\$ 30,615	\$ 12,210	\$ 34,884	\$ 78,490	\$ 451,024
2034	2.0%	37,437,530	35,618,455	\$ 235,438	\$ 30,703	\$ 34,888	\$ 31,259	\$ 12,466	\$ 35,618	\$ 80,142	\$ 460,515
2035	2.0%	38,186,281	36,367,206	\$ 240,387	\$ 31,349	\$ 35,622	\$ 31,916	\$ 12,729	\$ 36,367	\$ 81,826	\$ 470,195
2036	2.0%	38,950,006	37,130,931	\$ 245,435	\$ 32,007	\$ 36,370	\$ 32,586	\$ 12,996	\$ 37,131	\$ 83,545	\$ 480,070
2037	2.0%	39,729,006	37,909,931	\$ 250,585	\$ 32,678	\$ 37,133	\$ 33,270	\$ 13,268	\$ 37,910	\$ 85,297	\$ 490,141
2038	2.0%	40,523,587	38,704,512	\$ 255,837	\$ 33,363	\$ 37,911	\$ 33,967	\$ 13,547	\$ 38,705	\$ 87,085	\$ 500,414
2039	2.0%	41,334,058	39,514,983	\$ 261,194	\$ 34,062	\$ 38,705	\$ 34,678	\$ 13,830	\$ 39,515	\$ 88,909	\$ 510,893
2040	2.0%	42,160,739	40,341,664	\$ 266,658	\$ 34,775	\$ 39,515	\$ 35,404	\$ 14,120	\$ 40,342	\$ 90,769	\$ 521,581
2041	2.0%	43,003,954	41,184,879	\$ 272,232	\$ 35,501	\$ 40,341	\$ 36,144	\$ 14,415	\$ 41,185	\$ 92,666	\$ 532,483
TOTAL											\$ 9,496,858
	County Operating	6.6100									
	ICTC - Isabella County Transportation Commission	0.8620									
	Medical Care Facility (MCF)	0.9795									
	Commission on Aging (COA)	0.8776									
	County Parks and Recreation	0.3500									
	Township Operating	1.0000									
	Township Fire	2.2500									
	Total	12.9291									

PLAN FOR THE EXPENDITURE OF CAPTURED TAXABLE VALUE BY THE AUTHORITY

1. **Estimate of Tax Increment Revenues.** Table 3 on page 17 summarizes the estimated tax increment revenues by year. The projected annual growth in taxable value is estimated at 2% annually and is shown in Tables 1 and 2 above. Additional increases in the assessed valuation for the Development Area and consequent tax increment revenues may result from other new construction, rehabilitation, expansion, or additional appreciation in property values beyond the estimated 2% figure. These increases are beyond those projected in this plan but if such increases result, the tax increment revenues will be spent according to this plan to accelerate the implementation of the public improvement program.
2. **Expenditure of Tax Increment Revenues.** Any additional tax increment revenues beyond those projected in this plan will:
 - a. Be used to expedite any debt service;
 - b. Further the implementation of the public improvement program;
 - c. Go into a local development grant & loan fund; or
 - d. Be returned, pro-rata, to the taxing units.

Should the tax increment revenues be less than projected, the DDA may choose to:

- a. Collect and hold the captured revenues until a sufficient amount is available to implement specific public improvements;
- b. Consider implementing public improvement projects based upon the ability to match existing funds with expenditures while seeking out additional funding sources; or
- c. Amend the development plan and/or tax increment financing plan to allow for alternative projects and funding.

APPENDIX A: BASE PARCEL DATA

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APPENDIX B: LEGAL DESCRIPTION

(See Map 1)

Being part of Sections 16, 17, 18, 19, 20, 21, 28, and 29 of Union Township, Isabella County, Michigan, and being more particularly described as follows: Beginning at the Northwest corner of the South half of the Southeast 1/4 of Section 17; thence Easterly along the North line of the South half of the Southeast 1/4 of Section 17 to the East line of Section 17; thence Easterly along the North line of the Southwest 1/4 of the Southwest 1/4 of Section 16 to the East line of said Southwest 1/4 of Southwest 1/4; thence Southerly along said East line to the intersection of said line and a line 792 feet North of and parallel with the South line of Section 16; thence Easterly along said line to the East line of the Southwest 1/4 of Section 16; thence Southerly along said East line to the center of Section 21; thence Westerly along the South line of the Northwest 1/4 of Section 21 to the West right-of-way line of Lincoln Road; thence Northerly along said line to the North line of the South 20 acres of the East 1/2 of the Northeast 1/4 of Section 20; thence Westerly along said line to the West line of the East 1/2 of the Northeast 1/4 of Section 20; thence Northerly along said line to the South line of the Northwest 1/4 of the Northeast 1/4 of Section 20; thence Westerly along said line to the West line of the Northeast 1/4 of Section 20; thence Northerly along said line to the Northwest corner of the Northeast 1/4 of Section 20; thence continuing Northerly along the West line of the Southeast 1/4 of Section 17 to the Point of Beginning.

Also beginning at the intersection of the South right-of-way line of Remus Road (M-20) and the West line of the Northeast 1/4 of Section 20; thence Westerly along said South right-of-way line to the West line of Section 19, said line also being the centerline of Meridian Road; thence Northerly along the West line of Section 19 and Section 18 approximately 1150 feet; thence Easterly to the East right-of-way line of Meridian Road; thence Southerly along said East right-of-way line approximately 1050 feet to the North right-of-way line of Remus Road (H-20); thence Easterly along said North right-of-way line to the East line of the Southwest 1/4 of Section 17; thence Southerly along said East line to the Point of Beginning.

Also beginning at the intersection of the East right-of-way line of Lincoln Road and the North line of the Southwest 1/4 of Section 21; thence Southerly along said East right-of-way line to the North right-of-way line of Broomfield Road; thence Easterly along said North right-of-way line to the East line of the Southwest 1/4 of Section 21; thence Southerly to the South right-of-way Broomfield Road; thence Westerly along said South right-of-way line to the West right-of-way line of Lincoln Road; thence Northerly along said West right-of-way line to the North line of the Southeast 1/4 of Section 20; thence Easterly to the Point of Beginning.

Also beginning at the intersection of the West right-of-way line of Lincoln Road and the North line of the South 1/2 of the Southeast 1/4 of Section 17; thence Northerly along said West right-of-way line to the South right-of-way line of Pickard Road; thence Easterly to the East right-of-way line of Lincoln Road; thence Southerly along said line to the North line of the South 1/2 of the Southwest 1/4 of Section 16; thence Westerly to the Point of Beginning.

Charter Township of Union West DDA District Implementation Strategy

2021



Charter Township of Union

Draft

Adopted xxx xx, 2021

Implementation Strategy Background & Overview

The purpose of the Downtown Development Authority (DDA) is to correct and prevent deterioration and promote economic growth within Union Township's West principal business district. A development plan is one tool the Economic Development Authority (EDA) and DDA rely upon for identifying and implementing projects aimed at spurring new private investment. Supporting the development plan is an implementation strategy, or a matrix of projects both planned and proposed that is intended to be located outside the plan, in a workbook, so a new adoption process is not needed when future cost estimates are generated. The project implementation strategy is a matrix that is composed of projects that fall under the category descriptions listed below. The detailed project strategy that follows the category descriptions includes project categories, names and descriptions; priorities, time frames, cost range estimates (once available), and status notes. The matrix is intended to be a living document that can be updated as needed. As a reference, below are the projects that the implementation plan contains.

1. Business Development

The DDA will assist the Economic Development Authority, Planning Commission, local officials, businesspeople, entrepreneurs, etc., in providing an acceptable climate for business investment. Efforts will focus on assisting existing businesses and promoting new businesses that benefit the community. This will likely involve the following projects:

- Institution of a building rehabilitation grant program that provides qualifying applicants funding to improve their building.
- Encouraging property owners and developers to create mixed-use developments, in keeping with District zoning requirements.
- Other potential activities that support and promote local business development.

2. Public Buildings and Spaces

To better create a sense of place at strategic locations in the DDA District, the DDA will support the development and enhancement of public buildings and spaces including: pedestrian plazas, parks, open spaces, gardens, gazebos, sculptures, art, performance areas, walkways, and supporting site amenities, construction of public restrooms, or other similar structures identified as development occurs.

3. DDA Marketing/Development Studies and Promotional Events/Materials

Destination branding and marketing have a key relationship with successful districts. It is an important task to complete once the DDA has identified redevelopment goals and has established its identity within the greater region. Marketing and development attraction studies can be used as tools to attract specific development types or specific developers. Marketing materials (online, print, radio, mailers, billboard rental) can also be prepared for distribution to developers, retailer, and real estate firms promoting Union Township. This may include brochures, exhibits, trade area data, web site materials, social media activities, etc. It is also the Township's desire to create a unified image and market the West DDA District of Union Township as a cohesive business District. To that end, funding can be used for a joint marketing strategy and promotions with involvement of the business community that brings together resources for advertising, special events, and public relations.

4. Building Facade and Sign Improvement Program

Existing signs and structures in the DDA that are in need of upgrade in terms of design, materials and colors can apply for funding under this program. The DDA can allocate resources to pursue the following efforts toward upgrading the appearance of buildings in the District:

- Develop design guidelines or requirements for all buildings and signs in the District with corresponding sketches and pictures
- Develop a program to assist business owners in funding these improvements as a method to encourage implementation of the design guidelines or requirements

5. DDA Property Acquisition

This involves the acquisition of property to accomplish the goals set forth by the DDA. There are times when key pieces of property become available for purchase within the DDA District, which require the DDA to purchase said properties for redevelopment or public purposes. This can also be a tool to assist with blight removal and demolition within the District.

6. Special District & Urban Design Plans

District plans and urban design help to guide the built environment of the District. Many times, these plans focus on form and design elements to enhance the function of the District. Results of these plans can lead to new development projects that have been thoughtfully crafted to create vibrancy and increase density within the District core. These plans also generally result with the development of design-based guidelines for redevelopment of existing sites or development of new sites.

7. Demolition

Occasionally, development opportunities require demolition of existing sites and structures. The DDA can participate in the costs of the demolition process when it is appropriate to spur new development opportunities.

8. Public Infrastructure Improvements

Public improvements cover a wide array of projects including street lighting, streetscape enhancements, water and sewer improvements; electrical improvements, burying of existing and new utilities, storm water improvements, parking improvements, and generally anything else that falls within the public right-of-way, easement, or public realm.

9. Private Infrastructure Improvements

As part of redevelopment, developers are often required to improve private infrastructure or anything on a private property (not in a public right-of way). The DDA is able to assist with offsetting these costs, specifically when it comes to integrated parking structures such as vertical and underground parking, utilities, water and sewer tap fees; soft costs, and others that support density in accordance with local zoning, master plans, and city goals, but may be cost-prohibitive to complete the project. Although these improvements are considered private for funding purposes, they have public benefit and support the redevelopment efforts of the Township and DDA.

10. Site Preparation

Costs associated with site preparation can be significant for both public and private investment. These costs include such activities as clearing and grubbing; compaction and sub-base preparation; cut and fill operations; dewatering, excavation for unstable material, foundation work (to address special soil concerns, retaining walls, temporary sheeting/shoring, specific and unique activities, etc.); anything on private property not in a public right-of-way to support density; and prohibitive costs to allow for greater density in accordance with local zoning, master plans, and Township goals.

11. Environmental Activities

Environmental Activities would include activities beyond what may be supported by the Michigan Department of Environment, Great Lakes and Energy (EGLE) under an approved Brownfield Plan and Act 381 Work Plan to protect human health and the environment, off-set cost-prohibitive environmental costs and insurance needs, etc. This can also include wildlife and habitat preservation, or restoration related to a specific development project or Public Buildings and Spaces under item #2 above.

12. Project-Specific Gap Funding

Recognizing that the cost of mixed-use, traditional development is higher than it is for undeveloped sites, the Township may, at its own discretion, commit project-specific future tax increment capture back to private projects for a specified period of time. The goal is to provide funding to close the “gap” that prevents the project from becoming a reality due to financial feasibility. For example, if the pro-forma for a project indicates that it cannot generate enough income to cover the cost of construction and a reasonable rate of return for a developer/investor, future tax increment can be committed to that development to make it feasible. It can also be used as a tool to attract companies and businesses to the city to create new employment opportunities within the DDA District.

13. Consultation and Operational Expenditures

The Consultation and Operational Expenditures category provides for professional services (staff) and operational activities relating to the DDA. This category is relatively variable and is subject to the level and complexity of future activities taken on by the DDA. Professional services are required to implement the proposals within this Plan and to manage and operate the DDA. This may include, but is not limited to, market studies, grant writing and administration; planning and architectural design; engineering, inspections and construction management services; and environmental assessment and mitigation planning. DDA operational activities may include but are not limited to public notices, mailings, office supplies, administrative support, and equipment usage/rental, etc.

14. Bond Repayments

Tax capture can be used to pay back money that was borrowed for eligible projects under this plan.

BOARD OF TRUSTEES GOALS ADDRESSED

Board of Trustees goals addressed by the current and planned EDA projects and activities, and that would be addressed by EDA authorization of additional economic development projects in the 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

Annual Projects: East and West DDA
Art Reach of Mid-Michigan Annual Festival of Banners along the Pickard Road corridor in the East DDA District.
Installation and maintenance of twelve (12) Welcome Banners in collaboration with the City of Mount Pleasant, Mount Pleasant Area Convention and Visitors Bureau, and Middle Michigan Development Corporation (East DDA)
Annual funding transfer to the Fire Fund in support of the fire service delivery contract with the City of Mount Pleasant (East DDA and West DDA)
Annual payment to Middle Michigan Development Corporation in support of MMDC economic development activities for the East DDA and West DDA Districts
Annual payment to Mt. Pleasant Area Convention and Visitors Bureau in support of economic development activities for the East DDA and West DDA Districts

Legend	
	New
	Existing, planned, proposed

WEST DDA PROJECT LIST

West DDA District Projects & Descriptions	Priority	Timeframe	Cost Range Estimate	Status/Notes
BUSINESS RETENTION & RECRUITMENT				
Organize an association of business owners in the District.	Medium	2-4 years		
Facilitate the creation of an organization of the business owners in the West DDA District to work together on special events, coordinated hours, and other mutually beneficial business-led projects; and to expand opportunities for communication between the EDA and local businesses.				
<i>Global Ends Addressed: Commerce</i>				

West DDA District Projects & Descriptions	Priority	Timeframe	Cost Range Estimate	Status/Notes
PUBLIC BUILDINGS & SPACES				
New public landmark or community gathering place.	Medium	2-4 years		
Develop, implement, and fund a project to create a prominent public landmark or focal point amenity for the DDA District, or to create a transformational community gathering place for events. <i>Purpose: Spaces outside of the workplace and home are important for building strong communities. These spaces help people connect within their community around shared interests. If successful, shared spaces not only serve to connect people, but become a place the users will defend and protect.</i> <i>Potential locations: Adjacent to the Isabella Community Credit Union at Lincoln/Remus, or adjacent to Green Acres Mt. Pleasant</i>				The purpose, potential locations, and development options for this project should be considered as part of an update to the West DDA Development Plan.
<i>Global Ends Addressed: Community Well-Being and the Common Good</i>				
New recreation area along the Chippewa River.	Medium	2-4 years		
Work with the State of Michigan, Isabella County, and other stakeholders to develop additional public recreation amenities along the Chippewa River in the southern part of the DDA District to support future growth and development in the District.				
<i>Global Ends Addressed: Health; and Natural Environment</i>				

Funding to support preparation of an updated Parks Master Plan	High	1 year	Estimated: \$10,000-\$15,000	
Funding in support of preparation of the West DDA component of an updated Parks and Recreation Master Plan, which would allow the Township to be eligible for state recreation grants.				
<i>Global Ends Addressed: Community Well-Being and the Common Good; and Health</i>				
Parks and Recreation Improvements	Medium	2-4 years		
Funding to improve public parks and pocket parks within the District				
<i>Global Ends Addressed: Community Well-Being and the Common Good; and Health</i>				

West DDA District Projects & Descriptions	Priority	Timeframe	Cost Range Estimate	Status/Notes
DDA MARKETING/DEVELOPMENT STUDIES & PROMOTIONAL EVENTS/MATERIALS				
Branding and marketing activities.	Medium	2-4 years		
Hire marketing and graphic design professionals to develop and implement a marketing and branding campaign for the purpose of establishing the DDA District as a distinct place for the purpose of marketing and attracting customers, businesses, and visitors. This strategy needs to incorporate a range of elements from traditional print and media efforts to social media and Internet promotions.				The Middle Michigan Development Corporation and Mt. Pleasant Area Chamber of Commerce provide some marketing and media services that benefit the West DDA District, but there is more that can be done.
<i>Global Ends Addressed: Commerce</i>				
Wayfinding signage	Medium	2-4 years		
Develop, implement, and fund a project to design and install wayfinding directional signage for community facilities, businesses, and other amenities in the DDA Districts, to assist visitors in reaching their destinations, to increase awareness of key local amenities, and to further develop a unified visual character for the DDA Districts.				Will require coordination with MDOT and the Road Commission, along with acquisition of necessary easements. This project should be considered as part of an overall branding and marketing effort.
<i>Global Ends Addressed: Prosperity through Economic Diversity, Cultural Diversity, and Social Diversity</i>				
District Advertising	Medium	Annually		
Annually promote Development Area businesses through group buying outdoor advertising, print media, television, and radio advertising.				
<i>Global Ends Addressed: Commerce</i>				

Community Events	Medium	Annually		
Assist in the funding of community events that are hosted in park spaces and community gathering spaces				
<i>Global Ends Addressed: Prosperity through Economic Diversity, Cultural Diversity, and Social Diversity</i>				
Streetscape improvements in the West DDA District.	Medium	2-4 years		
Funding in support of projects to plan for, design, and install streetscape and intersection improvements in the West DDA District.				Will require coordination with road authorities. This project should be considered as part of an overall branding and marketing effort.
<i>Global Ends Addressed: Community Well-Being and the Common Good</i>				

West DDA District Projects & Descriptions	Priority	Timeframe	Cost Range Estimate	Status/Notes
BUILDING FAÇADE AND SIGN IMPROVEMENT PROGRAM				
Grant program – freestanding signs.	High	1-2 years		
Develop and implement a grant program to encourage replacement of existing pole-mounted freestanding signs on lots with monument-style ground-mounted signs. The goal of this program is to establish a more coordinated visual character for business signage and maximize sign visibility in areas where mature street trees tend to obscure taller				
<i>Global Ends Addressed: Commerce</i>				
Grant program – building facades.	High	1-2 years		
Develop and implement a grant program to improve the appearance of existing buildings in the DDA District.				
<i>Global Ends Addressed: Commerce</i>				
Grant program – exterior lighting.	High	1-2 years		
Develop and implement a grant program to encourage replacement of unshielded exterior light fixtures with fully shielded fixtures coordinated pole lighting designs.				
<i>Global Ends Addressed: Commerce</i>				

West DDA District Projects & Descriptions	Priority	Timeframe	Cost Range Estimate	Status/Notes
DDA PROPERTY ACQUISITION				
Property acquisition and development.	Medium	2-4 years		
Identify, purchase, market, sell, lease, and/or redevelop strategic properties as catalyst projects to spur further private investment. Public Act 57 of 2018 allows the EDA to improve land and construct, reconstruct, rehabilitate, restore and preserve, equip, improve, maintain, and operate any building, including multiple- family dwellings, in the DDA Districts for the use, in whole or in part, of any public or private person or corporation, or any combination thereof.				The MMDC has identified an unmet need for high bay flex office/ warehouse spaces for business growth and attraction. Potential opportunities should be explored as part of an update to the West DDA Development Plan.
<i>Global Ends Addressed: Community Well-Being and the Common Good; and</i>				
West DDA District Projects & Descriptions	Priority	Timeframe	Cost Range Estimate	Status/Notes
SPECIAL DISTRICT & URBAN DESIGN PLANS				
Establish a budget line item for special projects like feasibility studies, design plans, etc.	Medium	2-4 years		
West DDA District Projects & Descriptions	Priority	Timeframe	Cost Range Estimate	Status/Notes
DEMOLITION				
Fund a program that will help with the cost of demolishing obsolete and vacant structures.	Medium	2-4 years		
West DDA District Projects & Descriptions	Priority	Timeframe	Cost Range Estimate	Status/Notes
PUBLIC INFRASTRUCTURE IMPROVEMENTS				
Stormwater management improvements in the West DDA District.	Medium	2-4 years		
Identify priority locations and design, implement, and fund projects as determined necessary to improve local drainage and enhance stormwater management in the West DDA District.				
<i>Global Ends Addressed: Health</i>				
Additional public utility extensions in the West DDA District.	Medium	2-4 years		
Identify priority locations and design, implement, and fund projects to extend municipal water and sanitary sewer lines as determined necessary to support new development in the West DDA District.				
<i>Global Ends Addressed: Health</i>				

Streetlighting system installations in the West DDA District.	Medium	2-4 years		
Funding in support of projects to eventually complete the installation of new streetlighting along all roads in the West DDA District.				
<i>Global Ends Addressed: Community Well-Being and the Common Good</i>				
Public sidewalks on both sides of East Remus Road	High	1-2 years	Funded	
Construction of public sidewalks on both sides of M-20 (East Remus Road) between Bradley and South Lincoln Rd.				
<i>Global Ends Addressed: Safety and Health</i>				
Lincoln Road – completion of sidewalks on the west side of the road.	High	1-2 years		
Work with the Road Commission to complete the construction of new sidewalks within the county road right-of-way along the west side of Lincoln Road from Broomfield Road north to McDonald Park and the Township Hall.			Funded	
<i>Global Ends Addressed: Safety and Health</i>				
Lincoln Road – mid-block pedestrian crossing improvements.	Medium	2-4 years		
Work with the Road Commission to design, implement, and fund a project to establish a new mid-block pedestrian crossing with warning lights, signage, striping, and sidewalk ramps and connections as needed to facilitate pedestrian access to McDonald Park from the neighborhood to the east.				
<i>Global Ends Addressed: Safety and Health</i>				
Lincoln Road pedestrian safety-oriented intersection improvements.	High	1-2 years		
Work with the Road Commission to design, implement, and fund projects for pedestrian-oriented intersection improvements to the Lincoln Road intersections at Remus Road/M-20 and Broomfield Road.			Funded	
<i>Global Ends Addressed: Safety and Health</i>				
Lincoln Road – sidewalks on the east side of the road.	Medium	2-4 years		
Funding in support of projects to eventually complete construction of new sidewalks within the county road right-of-way along the east side of Lincoln Road from Broomfield Road north to Pickard Rd.				
<i>Global Ends Addressed: Safety and Health</i>				
Lincoln Rd. improvement from E. Remus Rd. to the river	Low	4-6 years		
Work with the Road Commission to improve S. Lincoln Rd. south from E. Remus Rd. to the Chippewa River bridge.				
<i>Global Ends Addressed: Community Well-Being and the Common Good; Commerce</i>				

Burial of overhead utility and communication lines.	Medium	2-4 years		
Funding in support of projects to complete the burial of all utility and communication lines in the DDA District, in coordination with Consumers Energy and other entities with existing overhead lines.				Will require coordination with road improvement projects, utilities agreement, and good communication with local businesses.
<i>Global Ends Addressed: Community Well-Being and the Common Good</i>				
Free public WiFi Internet.	Medium	2-4 years		
Develop, implement, and fund a project to provide for an attractive public amenity like free public wireless internet service, either through a public system or through interconnection of private wireless Internet facilities by partnering with businesses. An example of a private partnership interconnection model is the very successful Wireless Ypsi project: [https://meraki.cisco.com/lib/pdf/meraki_cs_ypsilanti_MI.pdf]				Any installation of a new or expanded fiber optic network would also require coordination with and agreement from MDOT and the Road Commission, along with acquisition of any necessary easements for surface facilities.
<i>Global Ends Addressed: Commerce</i>				

West DDA District Projects & Descriptions	Priority	Timeframe	Cost Range Estimate	Status/Notes
PRIVATE INFRASTRUCTURE IMPROVEMENTS				
Grant program – beautification.	High	1-2 years	Budgeted	
Develop and implement a grant program to encourage landscaping and other site beautification work on existing lots.				
<i>Global Ends Addressed: Community Well-Being and the Common Good</i>				
Grant program – pedestrian access.	High	1-2 years	Budgeted	
Develop and implement a grant program to encourage installation of private sidewalks and barrier-free pedestrian access improvements from public sidewalks to existing buildings.				
<i>Global Ends Addressed: Safety and Health</i>				
Grant program – bicycle parking improvements.	Medium	2-4 years		
Develop and implement a grant program to encourage installation of secured and sheltered bicycle parking facilities for businesses.				
<i>Global Ends Addressed: Health</i>				
Increase broadband Internet capacity.	Medium	2-4 years		
Develop, implement, and fund a project to enhance the capacity and reliability of broadband Internet communications services in the District to attract and maintain businesses and promote economic development, including a new fiber optic network.				Prior to pursuing these projects, a survey of local businesses should be undertaken to identify current options and unmet needs.
<i>Global Ends Addressed: Commerce</i>				
Grant program – exterior lighting.	High	1-2 years		
Develop and implement a grant program to encourage replacement of				
<i>Global Ends Addressed: Commerce</i>				

West DDA District Projects & Descriptions	Priority	Timeframe	Cost Range Estimate	Status/Notes
SITE PREPARATION				
Funding can be used to pay for development site preparation like the removal of foundations, importing of fill, removal of poor soils, etc.	Medium	2-4 years		

West DDA District Projects & Descriptions	Priority	Timeframe	Cost Range Estimate	Status/Notes
ENVIRONMENTAL ACTIVITIES				
At times the cost of environmental remediation exceeds tax increment that can be captured under the Brownfield Act and additional funding is needed through the DDA.	Medium	2-4 years		

West DDA District Projects & Descriptions	Priority	Timeframe	Cost Range Estimate	Status/Notes
PROJECT-SPECIFIC GAP FUNDING				
Identification and analysis of redevelopment sites	Medium	2-4 years		
Identify sites for commercial and retail redevelopment in the District to rehabilitate existing structures and spur additional economic growth and vitality				
<i>Global Ends Addressed: Community Well-Being and the Common Good; and Commerce</i>				
Application process for TIF Funding	High	1-2 years		
Set up application process for requests to utilize TIF funding for project re/development				
<i>Global Ends Addressed: Commerce</i>				
Funding administration of TIF	Medium	ONGOING		
Audit and administer TIF funding for re/development				
<i>Global Ends Addressed: Commerce</i>				

West DDA District Projects & Descriptions	Priority	Timeframe	Cost Range Estimate	Status/Notes
CONSULTATION AND OPERATIONAL EXPENDITURES				
Funding can be used to pay for the assistance of specialized consultants along with EDA operational costs.	Medium	ONGOING		

West DDA District Projects & Descriptions	Priority	Timeframe	Cost Range Estimate	Status/Notes
BOND REPAYMENTS				
Where necessary, borrowed monies can be repaid using DDA capture tax increment.	Medium	ONGOING		

**TAX INCREMENT REVENUE SHARING AGREEMENT
EAST DOWNTOWN DEVELOPMENT AUTHORITY DISTRICT**

This agreement is entered into this _____ day of _____, 2021 by and between the Charter Township of Union East Downtown Development Authority District ("EDDA") at 2010 S. Lincoln Road, Mt. Pleasant, Michigan, being an authority created pursuant to Public Act 57 of 2018 (Recodification Tax Increment Financing Act, MCL 125.4201 - 125.4230), and the County of Isabella ("County") at 200 N. Main Street, Mt. Pleasant, Michigan, being a Michigan political subdivision, and the Charter Township of Union ("Township") at 2010 S. Lincoln Road, Mt. Pleasant, Michigan, being a Michigan political subdivision.

WITNESSETH:

WHEREAS, the parties desire to avail themselves of MCL 125.4214(4), which authorizes the EDDA to enter into agreements with the taxing jurisdictions in which the development area is located to share a portion of the tax increments of the district;

WHEREAS, the EDDA development and tax increment financing plans provide for the capture of tax increment revenues from the taxing jurisdictions within the EDDA development area; and

WHEREAS, pursuant to the terms and conditions set forth herein, the EDDA has agreed that a portion of the captured tax increment revenues shall be shared with the County and Township.

NOW THEREFORE, in consideration of the mutual promises and the covenants of the respective parties hereto, it is hereby agreed by and between the EDDA, Township, and County as follows:

1. **TAXING ENTITIES:** The County and Township shall be collectively referred to herein as the "Taxing Entities."
2. **TERM:** The term of this agreement shall begin on January 1, 2022 and continue through December 31, 2041 or until the expiration of the EDDA or associated development or tax increment financing plans, whichever is sooner.
3. **THE DISTRICT:** The East DDA District is made up of the original Development Area established pursuant to the development plan approved at the time the District was created, plus expansion areas A, B, and C1 through C4 as depicted on Exhibit A map of the East DDA District that is hereby incorporated into and made part of this agreement.
4. **REVENUE SHARING FROM THE EXPANSION AREAS:** One Hundred Percent (100%) of the tax increment revenues captured from the expansion areas A, B, and C1 through C4 as depicted on Exhibit A map of the East DDA District shall be allocated and disbursed to the respective Taxing Entities. The captured tax increment revenues shall be determined based on the Taxing Entities' respective annual allocated and voted millage assessments.
5. **REVENUE SHARING FROM THE ORIGINAL DEVELOPMENT AREA:** Seventy-Five Percent (75%) of the tax increment revenues captured from the original Development Area established pursuant to the development plan approved at the time the District was created shall be allocated and disbursed to the EDDA, and Twenty-Five Percent (25%) of the tax increment revenues captured from the Development Area pursuant to the Plan

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EAST DOWNTOWN DEVELOPMENT AUTHORITY DISTRICT**

shall be allocated and disbursed to the respective Taxing Entities. The captured tax increment revenues shall be determined based on the Taxing Entities' respective annual allocated and voted millage assessments.

6. ADDITIONAL PROVISIONS:

- a. The parties shall cause and direct that the tax collecting treasurer distribute the captured tax increment revenues to the EDDA and respective Taxing Entities in accordance with the allocations set forth in this agreement.
- b. The parties agree that notwithstanding the terms of this agreement, the Taxing Entities shall have no claim against, and shall not be entitled to any refund or repayment of, any portion of the tax increment revenues previously captured and disbursed to the EDDA, and that it is the parties' intent that the allocation of captured tax increment revenues specified hereunder is prospective only and not in any manner retroactive.
- c. This agreement does not constitute a waiver or consent by the Taxing Entities to any future modification, expansion or extension of the EDDA or associated development or tax increment financing plans. The Taxing Entities shall be provided notice prior to such a modification, expansion or extension in accordance with the requirements of Public Act 57 of 2018 (Recodification Tax Increment Financing Act, MCL 125.4201 - 125.4230).

7. REPEAL OF PREVIOUS AGREEMENTS: This agreement replaces any and all previous agreements on this subject entered into by the parties as of the January 1, 2022 effective date of this agreement.

**TAX INCREMENT REVENUE SHARING AGREEMENT
EAST DOWNTOWN DEVELOPMENT AUTHORITY DISTRICT**

IN WITNESS THEREOF, the parties hereto have executed this agreement the day and date first written above.

ISABELLA COUNTY

Jim Horton, Board of Commissioners Chairperson

Date

Margaret McAvoy, Administrator/Controller

Date

CHARTER TOWNSHIP OF UNION

Bryan Mielke, Supervisor

Date

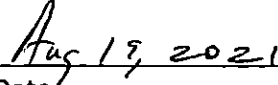
Lisa Cody, Clerk

Date

CHARTER TOWNSHIP OF UNION EAST DOWNTOWN DEVELOPMENT AUTHORITY



Thomas Kequom
Economic Development Authority Board Chairperson



Date

Charter Township of Union



To: Township Board of Trustees
From: Mark Stuhldreher, Township Manager
Subject: Policy Governance Review
Date: August 19, 2021

Policy Review: 2.9 - Collaboration with Other Entities
Type of Review: Internal
Review Interval: Annual
Review Month: August 2021

Policy Wording

In order to maximize achievement of Ends, the Township Manager shall not fail to explore strategic partnerships and intergovernmental cooperation, and to optimize collaboration with other entities in the region where appropriate.

Manager Interpretation

Township Manager interprets this policy to indicate that professional relationships will be developed with community partners (public, private and non-profit) and that as appropriate, engage said partners in the exploration of collaborative service delivery opportunities, area wide communication efforts and that appropriate focus will be placed on the region and not solely within the corporate boundaries of the Township.

Justification for reasonability

The Township Manager has determined that the interpretation is reasonable based on the wording reflected in the policy itself.

Data

- The Township Manager chaired of the Recreation Authority Feasibility Study Committee which included administrative and elected representative from the township, city, and school district.
- The Township EDA provides financial support to the Mt. Pleasant Area Convention & Visitors Bureau, the Middle Michigan Development Corporation, co-sponsors the annual Festival of Banners program coordinated by Art Reach of Mid-Michigan along with other co-sponsors including City of Mt. Pleasant, Isabella Bank, Mercantile Bank, and the Saginaw Chippewa Indian Tribe.
- The Community and Economic Director is vice-chair of the Airport Joint Operations Board the goal of which is to explore opportunities to enhance the usage of and financial stability of the

Mt Pleasant Municipal Airport. The Board consists of representatives of the Saginaw Chippewa Indian Tribe, Isabella County, and Middle Michigan Development Corporation.

- The Township Manager is a member of the Chamber of Commerce, is a voting member of the Middle Michigan Development Corporation, actively participates in the County Emergency Management Center planning efforts, is a member of the Hannah's Bark Park Advisory Board and is a member of the local Rotary Club.
- The Township Manager meets 2x/week with the Mt Pleasant City Manager and Isabella County Administrator via zoom.
- The Public Services Director sits on and is the chair of the Mid Michigan Cable Consortium and attends monthly Road Commission meetings.
- The Township is funding partner with other local entities for the Epicenter e-publication. The aim of the publication is to chronicle the investment, innovation, and development of unique assets within the region to attract new talent and shape the region's future.
- The Township routinely partners with the County Rd Commission to maximize road improvements in the Township.
- The Township initiated a partnership with the school district to improve the Mary McGuire school zone signage along Isabella Rd. Those improvements have been completed
- The Township Manager is a member of the steering committee that manages the Chippewa River Trail Master Plan project.
- The Public Services Director represents the Township on a committee that is attempting to develop a Multi-Jurisdictional Storm Water Master Plan Study.
- The Township actively supports area baseball and softball leagues via field maintenance and schedule coordination.
- The Community and Economic Development Director meets monthly with the Mt. Pleasant City Planner to discuss land use planning and development-related issues of mutual concern.
- The Community and Economic Development Director attends the quarterly meetings of the Isabella County Cultural and Recreational Commission.
- The Building Official collaborates with the Mt. Pleasant Fire Department's Fire Lieutenant and the Isabella County Community Development Department's electrical, mechanical, and plumbing inspectors in the issuance of certificates of occupancy and the enforcement of applicable building and fire codes for construction projects in the Township.

Compliance

In compliance with policy as indicated



REQUEST FOR TOWNSHIP BOARD ACTION

To: Board of Trustees	DATE: August 19, 2021
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: August 25, 2021
ACTION REQUESTED: Board of Trustees annual review of Board Governance Policy No. 4.2 – Accountability of the Township Manager	

Current Action Emergency

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

Finance Approval _____ *MDS*

BACKGROUND INFORMATION

The Board Governance Policy was originally adopted in 2010 with subsequent amendments in 2013, 2014, 2018, 2019, 2020 and 2021. The purpose of the Policy is to assist the Board of Trustees in the execution of their duties as a policy making body. Through the articulation of various policies within the totality of the document, the Board of Trustees is encouraged to focus on long term organizational outputs and the discharge of its fiduciary responsibilities.

Certain policies, such as Policy 4.2 (Accountability of the Township Manager), are to be reviewed and monitored for compliance on an annual basis.

Board Policy 4.2 – Accountability of the Township Manager

The Policy states: “The Township Manager is the board’s primary link to operational achievement and conduct, so that authority and accountability of staff, as far as the board is concerned, is considered the authority and accountability of the Township Manager, except where staff supervised by elected officials have been explicitly directed by those elected officials to act in a manner inconsistent with township policy. In this case, the elected official would be held accountable.”

Due to the length, the entire policy is attached. Following the policy is an evaluation section that can be used for the review/discussion of Policy No. 4.2.

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

An annual review of Board Policies allows for the Board of Trustees to monitor itself regarding adherence to policies that apply to the Board of Trustees.

PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed in this review (From Policy 1.0: Global End)

- Community well-being and common good
- Prosperity through economic diversity, cultural diversity, and social diversity
- Safety
- Health
- Natural environment
- Commerce

COSTS

Not applicable

PROJECT TIME TABLE

Not applicable

RESOLUTION

Not applicable

Board Compliance Monitoring Tool

Policy: 4.2 – Accountability of the Township Manager
Type: Direct Inspection
Occurrence: Annual
Date: August 2021

Policy:

The Township Manager is the board’s primary link to operational achievement and conduct, so that authority and accountability of staff, as far as the board is concerned, is considered the authority and accountability of the Township Manager, except where staff supervised by elected officials have been explicitly directed by those elected officials to act in a manner inconsistent with township policy. In this case, the elected official would be held accountable.

Where township operations are, by law, delegated to elected officials:

In order to create an aligned approach to operational management, the elected positions of township clerk and township treasurer shall function as department heads, under the advisory supervision of the Township Manager, where the Township Manager may provide advice in the practice of operational authority.

Accordingly:

- 4.2.1 The board, as a group, or as individual board members will never give instructions to persons who report directly or indirectly to the Township Manager, except:
- A. Where elected officials, serving on an official committee or task force is assigned a staff liaison, in which case, directives regarding committee work may be given.
 - B. Where elected officials serving as department heads directly supervise staff.
- 4.2.2 The board as a group will not evaluate, either formally or informally, any staff other than the Township Manager.

Accordingly:

- 4.2.2.1 It is the Township Manager that provides overall direction and is responsible for the selection, supervision, training, evaluation, discipline, and termination of all Township employees, either directly or through department heads.
- 4.2.3 The board will view Township Manager performance as identical to organizational performance, so that organizational accomplishment of board stated Ends and avoidance of board proscribed means will be viewed as successful Township Manager performance.

Use this evaluation form for discussion at the Board of Trustees Meeting on August 25, 2021.

Review all sections of the policy listed and evaluate our compliance with policy.

1. Indicate item by item if you believe the Board is in strict compliance with the policy as stated.

2. If you indicated that the Board is not in strict compliance with the policy as stated, please indicate what you notice that gives evidence that the Board is not in compliance?

3. How do you think the Board could improve the process to be in full compliance?

4. What does the Board need to learn or discuss in order to live by its' policies more completely?