

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

Notice is hereby given that the Charter Township of Union Economic Development Authority will conduct their regularly scheduled September 21, 2021, meeting electronically at 4:30 p.m., consistent with the emergency declarations and direction from state and county health officials to slow the spread of the COVID-19 virus and the Open Meetings Act (Public Act 267 of 1976, as amended).

There will be no in-person public attendance in the Township Hall Board Room (2010 S Lincoln Rd., Mt. Pleasant, MI 48858), although some EDA Board members and Township staff may choose to participate from this location.

All interested persons may attend and participate. The public may participate in the meeting by computer and smart phone using the following link to the electronic meeting location: <https://us02web.zoom.us/j/81144214764?pwd=MDIGM3pQZDN2U0NIYVZFMGIHMK5TUT09> (Meeting ID: "811 4421 4764" Password enter "896944"). The moderator will open public access to the electronic meeting space at 4:20 p.m.

To participate via telephone conference call, please call (312) 626-6799. Enter "811 4421 4764" and the "#" sign at the "Meeting ID" prompt, and then enter "896944" at the "Password" prompt. Lastly, re-enter the "#" sign again at the "Participant ID" prompt to join the meeting.

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

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

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

Written comments to the Economic Development Authority may also be delivered to the drop box at the Township Hall. Comments received prior to 3:00 p.m. on 9/21/2021 will be read aloud to the Economic Development Authority.

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

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

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<https://us02web.zoom.us/j/81144214764?pwd=MDIGM3pQZDN2U0NIYVZFMGIHMK5TUT09>

(Meeting ID: "811 4421 4764" Passcode "896944").

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

Raise Your Hand for Citizen Participation During the Public Comment Periods

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



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

To raise your hand for telephone dial-in participants, press "star" and then the number "nine" (*9).

The Chair will call on you by the last three digits of your phone number to invite any comment, at which time you will be unmuted by the meeting moderator.

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

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

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

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

Charter Township of Union



**Economic Development Authority Board (EDA)
Regular Electronic Meeting**
Instructions for access will be posted and available on the
website home page www.uniontownshipmi.com
Tuesday, September 21, 2021
4:30 p.m.

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
 - August 17, 2021, Regular Meeting
5. PRESENTATIONS
6. PUBLIC COMMENT
7. REPORTS
 - A. Accounts payable Approval – August
East DDA District #248 – Check Register
West DDA District #250 – Check Register
 - B. August Financial Reports: Income / Expense Statement; Balance Sheet
East DDA District #248
West DDA District #250
 - C. Board Member Matrix
8. NEW BUSINESS
 - A. RFBA - Jameson Park Upgrades Phase II Participation Agreement
 - B. RFBA – EDA 2022 Meeting Schedule
 - C. RFBA – Reschedule 8-24-2021 EDA Informational Meeting
9. PENDING BUSINESS
10. DIRECTOR COMMENTS

11. ADJOURNMENT

- Informational meeting scheduled for September 28, 2021
- Next regularly scheduled meeting Tuesday, October 19, 2021

**Charter Township of Union
Economic Development Authority Board (EDA)
Regular – Electronic Board Meeting
Tuesday, August 17, 2021**

MINUTES

A regular – electronic meeting of the Charter Township of Union Economic Development Authority was held on August 17, 2021, at 4:30 p.m. as a virtual meeting through the Zoom meeting platform.

Meeting was called to order at 4:32 p.m.

ROLL CALL

Present:

Mielke – Union Township, Isabella County, State of Michigan

Chowdhary – (5:04 p.m.)

Sweet – Union Township, Isabella County

Bacon – Union Township, Isabella County

Zalud – Union Township, Isabella County

Kequom – Union Township, Isabella County

Figg – Paradise, Chippewa County, Whitefish Township, Michigan

Barz – Union Township, Isabella County

Excused: Coyne

Absent: Hunter

Others Present: Rodney Nanney – Community & Economic Development Director, Sherrie Teall – Finance Director, Amy Peak – Building Services Clerk, Justin Sprague – CIB Planning, Elena Moeller-Younger – CIB Planning

APPROVAL OF AGENDA

MOTION by Mielke SUPPORTED by Figg to APPROVE the agenda as presented. MOTION CARRIED 7-0.

APPROVAL OF MINUTES

MOTION by Barz SUPPORTED by Bacon to APPROVE minutes from the July 20, 2021, regular meeting as presented. MOTION CARRIED 7-0.

PRESENTATIONS - None

PUBLIC COMMENT – No public comment offered.

REPORTS

ACCOUNTS PAYABLE/ FINANCIAL STATEMENTS

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

MOTION by **Zalud** SUPPORTED by **Sweet** to APPROVE the East DDA payables 7/21/21 – 8/17/21 in the amount of \$14,546.69 as presented. **MOTION CARRIED 7-0.**

Community & Economic Development Director Rodney Nanney reviewed the accounts payable for the West DDA.

MOTION by **Zalud** SUPPORTED by **Barz** to APPROVE the West DDA payables 7/21/21 – 8/17/21 in the amount of \$6,007.50 as presented. **MOTION CARRIED 7-0.**

Finance Director Sherrie Teall reviewed financial reports.

Financial reports were RECEIVED AND FILED by Chair Kequom

PENDING BUSINESS

A. RFBA – Adoption of Resolutions to Approve the East and West DDA Development Tax Increment Finance Plans.

Community and Economic Development Director, Rodney Nanney reviewed RFBA and introduced Elena Moeller-Younger with CIB Planning to review the RFBA materials. Discussion held.

MOTION by **Zalud** SUPPORTED **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.

8 – YES, 0 – NO, 2 – ABSENT. MOTION CARRIED.

NEW BUSINESS

A. RFBA – Approval of Budget Amendment #3 for the East DDA and West DDA funds. Finance Director Sherrie Teall reviewed RFBA. Discussion held.

MOTION by **Zalud** SUPPORTED by **Bacon** to approve authorization to amend the Fiscal Year 2021 budget for the East and West DDA funds in the respective net amounts of \$199,050 in the 248 – East DDA Fund and \$37,100 in the 250 – West DDA fund.

8 – YES, 0 – NO, 2 – ABSENT. MOTION CARRIED.

B. RFBA – Approval of the East DDA Tax Increment Revenue Sharing Agreement.

Community and Economic Development Director – Rodney Nanney reviewed Request for Board Action. Discussion held.

MOTION by **Figg** SUPPORTED by **Zalud** to approve the updated East DDA District Tax Increment Revenue Sharing Agreement with the Township and County. **YES – 8, NO – 0, ABSENT – 2.**

C. Discussion Item – Planning for a return to in-person EDA Board meetings.

Community and Economic Development Director – Rodney Nanney reviewed discussion item. Discussion held and consensus was made to continue with electronic meetings and to reintroduce the discussion item on the October agenda.

GENERAL DISCUSSION

- No updates on vacant seat on EDA Board
- Bigger WDDA map to clarify boundaries.
- Figg mentioned a big congratulations to Rodney for all his work on the Tax Increment Finance Plans
- Irrigation / rain sensors / controllers

DIRECTOR COMMENTS

- Update on M20 reconstruction of Pickard St from the Home Depot drive to Mission St after meeting with MDOT.
- Possible damage to the irrigation system along the Pickard St corridor.

Special Informational EDA meeting to be held on August 24, 2021.

Next regular EDA meeting to be held on September 21, 2021.

Meeting adjourned by Chair Kequom at 6:32 p.m.

APPROVED BY

Chair Kequom

(Recorded by Amy Peak)

09/15/2021 02:19 PM
 User: SHERRIE
 DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
 CHECK DATE FROM 08/18/2021 - 09/21/2021

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 248 EDDA CHECKING						
09/15/2021	248	76 (E)	00146	CONSUMERS ENERGY	4592 E PICKARD STE B	29.98
					4675 E PICKARD	33.67
					4923 E PICKARD	39.10
					2027 FLORENCE	32.96
					2029 2ND ST	62.72
					5325 E PICKARD	62.96
					5770 E PICKARD STE A	51.63
					5770 E PICKARD STE B	29.69
					5771 E PICKARD STE A	64.84
					5771 E PICKARD STE B	29.98
					4592 E PICKARD STE A	42.65
					1940 S ISABELLA	48.61
					4900 E PICKARD	33.43
					5157 E PICKARD STE A	29.78
					5157 E PICKARD STE B	29.84
						<u>621.84</u>
09/21/2021	248	4228	00072	BLOCK ELECTRIC	REPLACE PHOTO EYES ON STREETLIGHTS	115.00
					TROUBLESHOOT STREETLIGHTS/CHANGE FUSES	476.09
					INSTALL FALL BANNERS ON PICKARD ST	120.00
						<u>711.09</u>
09/21/2021	248	4229	01724	CIB PLANNING	EDDA PLAN UPDATE-PROGRESS PYMT	4,060.00
09/21/2021	248	4230	01741	GOENNER LAWCARE LLC	MOWING ON PICKARD-AUG 2021	2,900.00
09/21/2021	248	4231	00450	M M I	PARK BENCH GROUND MAINT-AUG 2021	575.00
09/21/2021	248	4232	01698	MICHIGAN DOWNTOWN ASSOCIATION	ANNUAL MDA MEMBERSHIP	100.00
09/21/2021	248	4233	00530	PLEASANT THYME HERB FARM	WATER & WEED FLOWERS ON PICKARD-AUG 2021	2,109.00
09/21/2021	248	4234	00649	THIELEN TURF IRRIGATION, INC.	EDA IRRIGATION REPAIRS	446.60
					PARTS FOR IRRIGATION REPAIRS	2.65
						<u>449.25</u>

248 TOTALS:

Total of 8 Disbursements:

11,526.18

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 250 WDDA CHECKING						
09/21/2021	250	257	01240	BRAUN KENDRICK FINKBEINER PLC	LEGAL FEES(SIDEWALKS)-JUL 2021	120.00
09/21/2021	250	258	01724	CIB PLANNING	WDDA PLAN UPDATE-PROGRESS PYMT	2,000.00
09/21/2021	250	259	01698	MICHIGAN DOWNTOWN ASSOCIATION	ANNUAL MDA MEMBERSHIP	100.00
09/21/2021	250	260	00569	ROWE PROFESSIONAL SERVICES COMPANY	SIDEWALK DESIGN/SURVEY-REMUS RD-JULY 202	12,840.00

250 TOTALS:

Total of 4 Checks:

15,060.00

Less 0 Void Checks:

0.00

Total of 4 Disbursements:

15,060.00

PERIOD ENDING 08/31/2021

GL NUMBER	DESCRIPTION	YTD BALANCE		2021		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2021 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 248 - EAST DDA FUND								
Revenues								
Dept 000 - NONE								
248-000-402.000	CURRENT PROPERTY TAX	434,701.18		458,000.00	466,000.00		466,608.87	100.13
248-000-402.001	PROPERTY TAX REFUNDS-BOR MTT	0.00		(4,000.00)	(4,000.00)		0.00	0.00
248-000-402.100	PRIOR YEARS PROPERTY TAXES	0.00		(250.00)	(250.00)		0.00	0.00
248-000-420.000	DELQ PERSONAL PROPERTY CAPT	67.85		300.00	300.00		0.00	0.00
248-000-445.000	INTEREST ON TAXES	631.16		500.00	500.00		0.00	0.00
248-000-573.000	STATE AID REVENUE-LCSA	0.00		63,000.00	56,000.00		0.00	0.00
248-000-665.000	INTEREST EARNED	14,221.53		6,700.00	6,700.00		3,349.67	50.00
248-000-671.000	OTHER REVENUE	158.72		100.00	100.00		0.00	0.00
Total Dept 000 - NONE		449,780.44		524,350.00	525,350.00		469,958.54	89.46
TOTAL REVENUES		449,780.44		524,350.00	525,350.00		469,958.54	89.46
Expenditures								
Dept 000 - NONE								
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	5,995.00		82,500.00	62,500.00		20,774.25	33.24
248-000-801.001	MAINT- BENCHES/TRASH RECEPTACLES	0.00		11,000.00	5,000.00		0.00	0.00
248-000-801.003	SIDEWALK SNOWPLOWING	3,700.00		11,000.00	11,000.00		5,900.00	53.64
248-000-801.004	RIGHT OF WAY LAWN CARE	11,257.00		23,000.00	23,000.00		17,042.00	74.10
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	25,814.26		35,000.00	35,000.00		16,310.07	46.60
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	11,905.00		21,000.00	21,000.00		12,235.00	58.26
248-000-801.015	STREET LIGHT BANNERS/CHRISTMAS	5,895.00		20,000.00	20,000.00		6,270.00	31.35
248-000-826.000	LEGAL FEES	0.00		500.00	500.00		0.00	0.00
248-000-880.000	COMMUNITY PROMOTION	5,000.00		10,000.00	10,000.00		5,000.00	50.00
248-000-883.000	COMMUNITY IMPROVEMENT GRANTS	0.00		40,000.00	40,000.00		0.00	0.00
248-000-900.000	PRINTING & PUBLISHING	0.00		250.00	250.00		0.00	0.00
248-000-915.000	MEMBERSHIP & DUES	0.00		260.00	260.00		405.00	155.77
248-000-917.000	WATER & SEWER CHARGES	1,979.20		16,000.00	16,000.00		0.00	0.00
248-000-920.000	ELECTRIC/NATURAL GAS	6,349.31		12,000.00	12,000.00		7,999.95	66.67
248-000-935.000	PROPERTY/LIABILITY INSURANCE	1,297.69		1,700.00	1,700.00		1,391.61	81.86
248-000-940.000	LEASE/RENT	550.00		700.00	700.00		600.00	85.71
248-000-955.000	MISC.	49.97		50.00	50.00		0.00	0.00
Total Dept 000 - NONE		79,792.43		284,960.00	258,960.00		93,927.88	36.27
Dept 336 - FIRE DEPARTMENT								
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	70,484.04		105,100.00	81,150.00		81,150.00	100.00
Total Dept 336 - FIRE DEPARTMENT		70,484.04		105,100.00	81,150.00		81,150.00	100.00
Dept 728 - ECONOMIC DEVELOPMENT								
248-728-967.300	SEWER SYSTEM PROJECTS	0.00		435,260.00	435,260.00		0.00	0.00
248-728-967.600	PARKS PROJECTS	0.00		117,000.00	221,000.00		19,714.91	8.92
248-728-971.000	CAPITAL OUTLAY-LAND	0.00		0.00	200,000.00		2,000.00	1.00
248-728-974.000	CAPITAL OUTLAY-LAND IMPROVEMENTS	0.00		0.00	50,000.00		0.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		0.00		552,260.00	906,260.00		21,714.91	2.40
TOTAL EXPENDITURES		150,276.47		942,320.00	1,246,370.00		196,792.79	15.79

User: SHERRIE

DB: Union

PERIOD ENDING 08/31/2021

GL NUMBER	DESCRIPTION	YTD BALANCE		2021		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2021 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 248 - EAST DDA FUND								
Fund 248 - EAST DDA FUND:								
	TOTAL REVENUES	449,780.44		524,350.00	525,350.00	469,958.54		89.46
	TOTAL EXPENDITURES	150,276.47		942,320.00	1,246,370.00	196,792.79		15.79
	NET OF REVENUES & EXPENDITURES	299,503.97		(417,970.00)	(721,020.00)	273,165.75		37.89

User: SHERRIE

PERIOD ENDING 08/31/2021

DB: Union

GL NUMBER	DESCRIPTION	YTD BALANCE		2021		YTD BALANCE		% BGD USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2021 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 250 - WEST DDA FUND								
Revenues								
Dept 000 - NONE								
250-000-402.000	CURRENT PROPERTY TAX	322,342.57		334,000.00	341,900.00		341,992.49	100.03
250-000-402.001	PROPERTY TAX REFUNDS-BOR MTT	0.00		(4,000.00)	(4,000.00)		0.00	0.00
250-000-420.000	DELQ PERSONAL PROPERTY CAPT	405.44		20.00	20.00		20.93	104.65
250-000-445.000	INTEREST ON TAXES	108.19		250.00	250.00		2.89	1.16
250-000-665.000	INTEREST EARNED	12,307.36		5,400.00	5,400.00		3,286.29	60.86
Total Dept 000 - NONE		335,163.56		335,670.00	343,570.00		345,302.60	100.50
TOTAL REVENUES		335,163.56		335,670.00	343,570.00		345,302.60	100.50
Expenditures								
Dept 000 - NONE								
250-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	3,167.50		54,200.00	29,200.00		14,714.75	50.39
250-000-826.000	LEGAL FEES	0.00		0.00	0.00		975.00	100.00
250-000-880.000	COMMUNITY PROMOTION	5,000.00		5,000.00	5,000.00		5,000.00	100.00
250-000-883.000	COMMUNITY IMPROVEMENT GRANTS	0.00		40,000.00	40,000.00		0.00	0.00
250-000-915.000	MEMBERSHIP & DUES	0.00		260.00	260.00		405.00	155.77
250-000-967.400	STREET/ROAD PROJECTS	0.00		330,000.00	330,000.00		0.00	0.00
Total Dept 000 - NONE		8,167.50		429,460.00	404,460.00		21,094.75	5.22
Dept 336 - FIRE DEPARTMENT								
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	52,067.68		59,000.00	59,000.00		59,515.99	100.87
Total Dept 336 - FIRE DEPARTMENT		52,067.68		59,000.00	59,000.00		59,515.99	100.87
Dept 728 - ECONOMIC DEVELOPMENT								
250-728-967.300	SEWER SYSTEM PROJECTS	73,533.91		0.00	0.00		0.00	0.00
250-728-967.500	SIDEWALK/PATHWAY PROJECTS	0.00		250,000.00	320,000.00		12,840.00	4.01
Total Dept 728 - ECONOMIC DEVELOPMENT		73,533.91		250,000.00	320,000.00		12,840.00	4.01
TOTAL EXPENDITURES		133,769.09		738,460.00	783,460.00		93,450.74	11.93
Fund 250 - WEST DDA FUND:								
TOTAL REVENUES		335,163.56		335,670.00	343,570.00		345,302.60	100.50
TOTAL EXPENDITURES		133,769.09		738,460.00	783,460.00		93,450.74	11.93
NET OF REVENUES & EXPENDITURES		201,394.47		(402,790.00)	(439,890.00)		251,851.86	57.25

Fund 248 EAST DDA FUND

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	12,329.99
248-000-002.000	SAVINGS	1,419,223.75
248-000-003.001	CERTIFICATE OF DEPOSIT	533,582.30
Total Assets		1,965,136.04
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	10,904.34
Total Liabilities		10,904.34
*** Fund Balance ***		
248-000-370.379	RESTRICTED FUND BALANCE	1,681,065.95
Total Fund Balance		1,681,065.95
Beginning Fund Balance		1,681,065.95
Net of Revenues VS Expenditures		273,165.75
Ending Fund Balance		1,954,231.70
Total Liabilities And Fund Balance		1,965,136.04

Fund 250 WEST DDA FUND

GL Number	Description	Balance
*** Assets ***		
250-000-001.000	CASH	5,575.33
250-000-002.000	SAVINGS	535,470.53
250-000-002.001	SHARES	53.70
250-000-003.001	CERTIFICATE OF DEPOSIT	948,269.35
Total Assets		1,489,368.91
*** Liabilities ***		
250-000-202.000	ACCOUNTS PAYABLE	15,060.00
Total Liabilities		15,060.00
*** Fund Balance ***		
250-000-370.379	RESTRICTED FUND BALANCE	1,222,457.05
Total Fund Balance		1,222,457.05
Beginning Fund Balance		1,222,457.05
Net of Revenues VS Expenditures		251,851.86
Ending Fund Balance		1,474,308.91
Total Liabilities And Fund Balance		1,489,368.91

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

To: Mark Stuhldreher - Township Manager **DATE:** September 7, 2021
FROM: Kim Smith – Public Service Director **DATE FOR BOARD CONSIDERATION:** September 21, 2021
ACTION REQUESTED: Approval of the Participation Agreement with the Charter Township of Union Board of Trustees for Phase II funding of the Jameson Park Upgrades in the amount of \$191,285.09 and authorize the Township Manager to sign the Agreement

Current Action Emergency

Funds Budgeted: If Yes Account # 248-728-967.600 No N/A

Finance Approval _____

BACKGROUND INFORMATION

In February of 2018, the Economic Development Authority Board (EDA) approved a 2018/2019 Project List for both the East and West DDA Districts. As part of this list the EDA Board approved \$50,000.00 to make improvements at Jameson Park. At a subsequent meeting the EDA Board expressed their desire to have a professional firm prepare a Planning and Design Master Plan for Jameson Park. The Master Plan was completed to help guide the EDA and Township Board in making decisions on appropriate improvements, timing, and provide cost estimates for these improvements.

In September of 2018, the EDA Board approved a proposal from Goudreau & Associates for the completion of the Jameson Park Planning and Design Master Plan. Over the next several months inspections by professional firms were conducted to assess the facilities and provide recommendations for repairs and improvements to the park. A public input meeting was held in May of 2019 to receive suggestions from township stakeholders.

In June of 2019 Goudreau & Associates presented the findings to the EDA Board. The presentation included a detailed list of improvements. At the July 2019 EDA Board Meeting a Jameson Park Improvements Subcommittee was created to review and recommend future project funding at Jameson Park.

The plan identified an extensive list of code related, interior, and exterior site improvements for the park. Funding constraints required that the project be split into two phases. Phase I was completed in 2020/2021 and included code related, and interior improvements. Based upon the original improvements list the FY2021 Township General Fund and EDA Budgets include funding for the completion of Phase II of the project. Phase II of the project consist of exterior, interior, and site improvements to Jameson Park.

The original scope and budgetary cost estimates of the improvements included in the Phase II Bid Package are as follows:

<i>Improvements</i>	<i>Estimated Budget</i>
Stone Base on exterior of hall (south and west only) (bid - accept alternate - 4,500 and include north side of bldg +8,770.05)	28,600.00
Fencing (aluminum fence, fence columns, vinyl screen, replace cattle gate)	39,500.00
Landscaping	12,000.00
New park sign	32,790.00
Awning over south door	1,000.00
infill exterior door to create interior storage	8,000.00

dumpster enclosure	16,000.00
re-roof dugouts	5,000.00
new bollards at curve on Bud Street	5,500.00
replace south door - repair parking lot near south door (moved from phase I due to parking lot/drainage issues)	25,000.00
Parking Lot Bumpers	580.00
Parking Lot Lighting	15,000.00
Project Contingency	22,258.50
Design, bidding, construction observation	17,064.85
Total	228,293.35

In order to provide funding flexibility Phase II of the project was bid with several alternates. Bids for the project were received on July 19, 2021. One bid was received for this project from Konwinski Construction.

The bid is as follows:

CONTRACTOR	BASE BID GENERAL CONTRACT	BASE BID SITE CIVIL	BID ALTERNATES 1A – 9	TOTAL
Konwinski Construction Inc.	\$42,000.00	\$57,000.00	\$142,823.52	\$241,823.52

To stay within the original budget, it was determined that not all of the alternates could be completed. An evaluation of the alternates one through nine was completed to determine which items could be eliminated that would have the least amount of impact on the appearance and overall function of the park. A post-bid addendum was also issued to break out the pricing for the fencing alternate. After the evaluation it was determined that the chain link fencing around the retention pond, metal awning over south entrance door, and parking lot sealcoating would be removed from the project to keep the project within the original budget.

On August 11, 2021, the Township Board of Trustees awarded the completion of the Jameson Park Phase II Improvements to Konwinski Construction Inc. in the amount of \$207,431.36.

SCOPE OF SERVICES

All of the labor and materials necessary to complete the construction of the Phase II Jameson Park Improvements Project. This includes the architectural and MEP base bid, site civil base bid, alternates 1A, 1B, 2A, 3, 5, 6, 7, 8, and voluntary stone alternate.

JUSTIFICATION

Jameson Park supports year-round opportunities for residents in our community to be physically active and reinvigorate themselves both mentally and physically. As the only park located on the east side of our community the park is an ideal place for residents in the area to enjoy the facilities. The hall, pavilion, and park green area provide space for families and friends to gather and celebrate milestones and special events. Jameson Park enhances wellness in our area youth by providing safe and well-maintained facilities for organized physical activities like softball and little league.

The proposed improvements to Jameson Park will improve the overall safety in the park, provide additional recreational opportunities, and enhance the overall appearance and functionality of the park.

The Township Administration and Goudreau and Associates have reviewed the bids and recommended to the Township Board of Trustees that the construction of Phase II Jameson Park Improvements be awarded to Konwinski Construction in the amount of \$207,431.36. Based on this recommendation and Konwinski Construction's qualifications the Board of Trustees awarded Phase II Construction to Konwinski Construction on August 11, 2021.

PROJECT IMPROVEMENTS

Board of Trustees goals addressed by this agreement (From Policy 1.0: Global End).

- Community well-being and common good
- Safety
- Health

COSTS

KONWINSKI CONSTRUCTION PHASE II BID BREAKDOWN

ITEM	AMOUNT
Base Bid – General Contract	\$42,000.00
Base Bid – Site Civil	\$57,000.00
Alternate 1A – stone south and west	\$35,132.39
Alternate 1B – stone north	\$8,770.05
Alternate 2 – fencing – post bid addendum #1	\$32,710.00
Alternate 3 – park sign	\$10,412.70
Alternate 5 – infilling door	\$7,517.64
Alternate 6 – dugouts (new roofs & painting)	\$7,799.12
Alternate 7 – bollards	\$4,500.00
Alternate 8 – landscaping	\$6,089.46
Voluntary Alternate for Stone – deduct	-\$4,500.00
Total Phase II	\$207,431.36

PHASE I PROJECT COST

PROJECT COST	AMOUNT
Goudreau and Associates Design & Bidding Services Contract (approved May 2020) Phase I & II	\$34,882.00
Central Michigan Surveying & Development Design Contract (approved May 2020) Phase I & II	\$15,350.00
Konwinski Construction Phase I Construction Contract (final cost)	\$109,589.50
Total Project Cost	\$159,821.50

PHASE II PROJECT COST

PROJECT COST	AMOUNT
Goudreau and Associates & Central Michigan Survey & Development Design & Bidding Services Contract (approved May 2020) Phase I & II	SEE ABOVE
Konwinski Construction Phase II Construction Contract (pending approval)	\$207,431.36
Project Contingency	\$20,743.13
Total Project Cost	\$228,174.49

PHASE I & II TOTAL PROJECT COST

PROJECT COST	AMOUNT
Goudreau and Associates Design & Bidding Services Contract (approved May 2020) Phase I & II	\$34,882.00
Central Michigan Surveying & Development Design Contract (approved May 2020) Phase I & II	\$15,350.00
Konwinski Construction Phase I Construction Contract (Final Cost)	\$109,589.50
Konwinski Construction Phase II Construction Contract (pending approval)	\$207,431.36
Total Estimated Project Cost (Phase I & Phase II)	\$367,252.86

JAMESON PARK IMPROVEMENTS TOTAL INVESTMENT

PROJECT COST	AMOUNT
Goudreau and Associates Design & Bidding Services Contract (approved May 2020) Phase I & II	\$34,882.00
Central Michigan Surveying & Development Design Contract (approved May 2020) Phase I & II	\$15,350.00
Phase I & II Construction Contracts (Phase II pending approval)	\$317,020.86
Purchase and Installation of Playground Equipment	\$52,066.44
Total Estimated Project Cost (Phase I & Phase II)	\$419,319.30

PROJECT FUNDING

Funds are included in the EDA and General Fund FY2021 Proposed Budget to complete the Jameson Park Improvements Project Phase II construction as follows:

<i>Phase II - Funding</i>	
FY2021 General Fund Budget	\$37,200.00
FY2021 EDA Budget	\$87,285.09
FY2021 EDA Budget Adjustment approved 2-24-2021	\$104,000.00
Total Funding	\$228,485.09

PROJECT TIME TABLE

Phase II Construction
Commencing in September 2021
12-week estimated construction schedule (dependent on availability of materials)

RESOLUTION

Approval of the Participation Agreement with the Charter Township of Union Board of Trustees for Phase II funding of the Jameson Park Upgrades in the amount of \$191,285.09 and authorize the Township Manager to sign the Agreement

Resolved by _____ Seconded by _____

Yes:
No:
Absent:

EDA Chair

Economic Development Authority Participation Contract

This Agreement is made and entered into by and between the Charter Township of Union Board of Trustees, County of Isabella, hereinafter referred to as the “**Township Board**” and the Economic Development Authority Board for the Charter Township of Union, County of Isabella, hereinafter referred to as the “**EDA**”, for the following improvements:

Jameson Park Upgrades Phase II – 5142 Bud Street	
Estimated Construction Cost before Contingency	\$ 207,431.36
Construction Contingency	\$ <u>20,743.13</u>
Total Phase II Project Estimated Cost	\$ 228,174.49
Charter Township of Union General Fund Share	\$ 37,200.00
EDA Share	<u>\$ 191,285.09</u>
Total Project Resources	\$228,485.09

Payment as stated above will be due upon receipt of invoice. Projects which carryover between fiscal years may be billed as the ratio of costs incurred to date.

The undersigned EDA officials, by executing this agreement, certify they are authorized to enter into this agreement on behalf of the EDA.

**Charter Township of Union Economic
Development Authority**

Charter Township of Union Board of Trustees

By: _____
Thomas Kequom, Chair

By: _____
Mark Stuhldreher, Manager

EDA Approval on: _____

Board Approval on: _____



REQUEST FOR EDA BOARD ACTION

To: Economic Development Authority Board **DATE:** September 8, 2021
FROM: Rodney C. Nanney, AICP, Community and Economic Development Director **DATE FOR CONSIDERATION:** 9/21/2021

ACTION REQUESTED: To approve the schedule of regular and informational meetings of the Economic Development Authority for the 2022 calendar year to take place at 4:30 p.m. on the third Tuesday of each month, except as otherwise noted in the schedule, in accordance with the requirements of the Open Meetings Act.

Current Action Emergency

Funds Budgeted: If Yes Account # No N/A

Finance Approval

BACKGROUND INFORMATION

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

SCOPE OF ACTIVITY

To set the 2022 Economic Development Authority business meeting schedule.

JUSTIFICATION

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

BOARD OF TRUSTEES GOALS ADDRESSED

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

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

COSTS

N/A

TIMETABLE

N/A

RESOLUTION

To approve the schedule of regular and informational meetings of the Economic Development Authority for the 2022 calendar year to take place at 4:30 p.m. on the third Tuesday of each month, except as otherwise noted in the schedule, in accordance with the requirements of the Open Meetings Act.

Resolved by _____ Seconded by _____

Yes:

No:

Absent:

EDA Chair

CHARTER TOWNSHIP OF UNION

Scheduled Meetings for 2022



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

January 12	March 29 <i>(Joint Meeting)</i>	June 22	September 28
January 26	March 23	July 13	October 12
February 9	April 27	July 27	October 26
February 23	May 11	August 10	November 9
March 9	May 25	August 24	November 22 <i>(Tuesday)</i>
March 23	June 8	September 14	December 21

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

January 18	April 19	July 26 <i>Informational</i>	September 20
February 15	May 17	August 16 <i>Informational</i>	October 18
March 15	June 21	**regular meeting to follow	November 15
March 29 <i>(Joint Meeting)</i>	July 19	August 16	December 20

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

January 18*	April 19	August 16	December 20
February 15	May 17	September 20	
March 15	June 21	October 18	
March 29 <i>(Joint Meeting)</i>	July 19	November 15	

SIDEWALKS AND PATHWAYS PRIORITIZATION COMMITTEE: *(Meets Quarterly)*

January 18	TBD	TBD	TBD
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*Sidewalks and Pathways Prioritization Committee invited to January 18th meeting

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

January 5	April 6	August 3	December 7
February 2	May 4	September 7	
March 2	June 1	October 5	
March 29 <i>(Joint Meeting)</i>	July 6	November 2	

JOINT MEETING DATE: *(Board of Trustees, ZBA, Planning Commission, EDA, and Sidewalks and Pathways Prioritization Committee)* Date March 29 7:00pm

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

BOARD OF TRUSTEES GOALS ADDRESSED

Board of Trustees goals addressed by scheduling and holding informational meetings required per Act 57 (From Policy 1.0: Global End):

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

COSTS

NA

TIMETABLE

NA

REQUESTED ACTION

To revise the 2021 Economic Development Authority meeting schedule to reschedule the August 24, 2021 EDA Informational Meeting to:

_____, _____, 2021 at _____ p.m.

Resolved by _____ Seconded by _____

Yes:

No:

Absent:

EDA Chair