

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

Notice is hereby given that the Charter Township of Union Economic Development Authority will conduct their regularly scheduled October 19, 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=MDlGM3pQZDN2U0NIYVZFmGIHMk5TUT09>  
(Meeting ID: "811 4421 4764" Password enter "896944"). The moderator will open public access to the electronic meeting space at 4:20 p.m.

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

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

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

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

Written comments to the Economic Development Authority may also be delivered to the drop box at the Township Hall. Comments received prior to 3:00 p.m. on 10/19/21 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  
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**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.

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

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

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

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

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



**Economic Development Authority Board (EDA)  
Regular Electronic Meeting  
Instructions for access will be posted and available on the  
website home page [www.uniontownshipmi.com](http://www.uniontownshipmi.com)  
Tuesday, October 19, 2021  
4:30 p.m. (immediately following special informational meeting)**

### **AGENDA**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
  - September 21, 2021, Regular Meeting
  - September 28, 2021, Special Informational Meeting
5. PRESENTATIONS
6. PUBLIC COMMENT
7. REPORTS
  - A. Accounts payable Approval – September  
East DDA District #248 – Check Register  
West DDA District #250 – Check Register
  - B. September Financial Reports: Income / Expense Statement; Balance Sheet  
East DDA District #248  
West DDA District #250
  - C. Board Member Matrix
8. NEW BUSINESS
  - A. RFBA – Consider to approve and adopt the 2022 fiscal year budgets for the East DDA and the West DDA funds, and to recommend final adoption of these budgets to the Board of Trustees.
  - B. RFBA – Request to remove a street tree at the Pickard Party Store located at 5114 E. Pickard Rd
9. PENDING BUSINESS
10. DIRECTOR COMMENTS

**11. ADJOURNMENT**

- Next regularly scheduled meeting Tuesday, November 16, 2021

**Charter Township of Union  
Economic Development Authority Board (EDA)  
Regular – Electronic Board Meeting  
Tuesday, September 21, 2021**

**MINUTES**

A regular – electronic meeting of the Charter Township of Union Economic Development Authority was held on September 21, 2021, at 4:30 p.m. as a virtual meeting through the Zoom meeting platform.

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

**ROLL CALL**

Present:

Mielke – Union Township, Isabella County, State of Michigan

Chowdhary – Union Township, Isabella County

Sweet – Union Township, Isabella County

Zalud – Union Township, Isabella County

Kequom – Union Township, Isabella County

Figg – Union Township, Isabella County

Barz – Union Township, Isabella County

Coyne – Union Township, Isabella County

Hunter – Union Township, Isabella County

Absent: Bacon

Others Present: Rodney Nanney – Community & Economic Development Director, Sherrie Teall – Finance Director, Amy Peak – Building Services Clerk, Kim Smith – Public Works Department Director

**APPROVAL OF AGENDA**

**MOTION by Figg SUPPORTED by Coyne to APPROVE the agenda as presented. MOTION CARRIED 9-0.**

**APPROVAL OF MINUTES**

**MOTION by Mielke SUPPORTED by Figg to APPROVE minutes from the August 17, 2021, regular meeting as presented. MOTION CARRIED 9-0.**

**PRESENTATIONS** - None

**PUBLIC COMMENT** – No public comment offered.

**REPORTS**

## **ACCOUNTS PAYABLE/ FINANCIAL STATEMENTS**

Finance Director Sherrie Teall reviewed the accounts payable for the East DDA.

MOTION by **Zalud** SUPPORTED by **Barz** to APPROVE the East DDA payables 8/18/21 – 9/21/21 in the amount of \$11,526.18 as presented. **MOTION CARRIED 9-0.**

Finance Director Sherrie Teall reviewed the accounts payable for the West DDA.

MOTION by **Zalud** SUPPORTED by **Figg** to APPROVE the West DDA payables 8/18/21 – 9/21/21 in the amount of \$15,060.00 as presented. **MOTION CARRIED 7-0.**

Finance Director Sherrie Teall reviewed financial reports.

Financial reports were RECEIVED AND FILED by Chair Kequom

## **NEW BUSINESS**

### **A. RFBA – Jameson Park Upgrades Phase II Participation Agreement.**

Public Works Department Director – Kim Smith review Request for Board Action. Discussion held.

MOTION by **Zalud** SUPPORTED by **Sweet** for 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 to authorize the Township Manager to sign the Agreement. **9 – YES, 0 – NO, 1 – ABSENT. MOTION CARRIED.**

### **B. RFBA – Approval of EDA 2022 Meeting Schedule.**

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

MOTION by **Figg** SUPPORTED by **Barz** 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. **9 - YES, 0 - NO, 1 - ABSENT. MOTION CARRIED.**

### **C. RFBA – Reschedule 8-24-2021 EDA Information Meeting.**

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

MOTION by **Figg** SUPPORTED by **Chowdhary** to revise the 2021 Economic Development Authority meeting schedule to reschedule the August 24, 2021, EDA

Informational Meeting to Tuesday, October 19, 2021, at 4:15 p.m. **9 - YES, 0 - NO, 1 - ABSENT. MOTION CARRIED.**

**PENDING BUSINESS** - None

**GENERAL DISCUSSION**

- No updates on vacant seat on EDA Board.
- Mielke commented BOT were happy with progress they are seeing with EDA.
- Pole taken to ensure quorum for September 28, 2021, Informational Meeting.
- Irrigation system on Pickard.
- Rick Barz commented that he, Rodney Nanney and Mark Stuhldreher attended MMDC meeting.
- Tom Kequom comment that he, Rodney Nanney and Mark Stuhldreher attended Consumers Energy Natural Gas Gateway Million Dollar Capital Project at the corner of M20 and Summerton.
- Gateway Sign at corner of M20 and Summerton.

**DIRECTOR COMMENTS**

- Irrigation system shut down has been completed and winterization has been scheduled.
- Fall banners at interchange have gone up.
- Update on disabled streetlights and parts have been ordered.
- Board of Trustees Public Hearing on our East and West EDA District Development and Tax Increment Financing Plan will be held on October 13, 2021. Notices have been posted, mailings have been sent along with publications in the newspaper, and a certified letter sent to Isabella County.
- October 13, 2021 is first reading of the Updated East and West DDA ordinances that formally extend the districts beyond December 31<sup>st</sup>.
- Need to have a conversation on post construction and what to do with the irrigation system.
- Proposed budget will be before you on your next regular EDA meeting.
- 5800 E Pickard Property is scheduled to close on Friday and there is opportunity for an entryway sign to the industrial park along with that property.

Special Informational EDA meeting to be held on Tuesday, September 28, 2021, at 4:30 p.m.

Special Informational EDA meeting to be held on Tuesday, October 19, 2021, at 4:15 p.m.

Next regular EDA meeting to be held on Tuesday, October 19, 2021.

Meeting adjourned by Chair Kequom at 5:43 p.m.

**APPROVED BY**

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**Chair Kequom**

**(Recorded by Amy Peak)**

**Charter Township of Union  
Economic Development Authority Board (EDA)  
Special Informational – Electronic Board Meeting  
Tuesday, September 28, 2021**

**MINUTES**

A special informational – electronic meeting of the Charter Township of Union Economic Development Authority was held on September 28, 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

Figg – Isabella County, State of Michigan

Sweet – Union Township, Isabella County

Coyne – Union Township, Isabella County

Bacon – Union Township Isabella County

Zalud – Union Township, Isabella County

Kequom – Union Township, Isabella County

Absent: Hunter, Chowdhary

Excused: Barz

Others Present: Rodney Nanney – Community & Economic Development Director, Nicole Frost – Isabella County

**APPROVAL OF AGENDA**

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

**NEW BUSINESS**

**A. 2020 Annual Report**

The Director noted that the annual report has been available on the Township's website since mid-June. Nicole Frost commented that Margaret McAvoy from Isabella County regrets she was unable to attend but asked Nicole to sit in on her behalf. No EDA Board questions, or comments offered.

**B. 2021 Priority: Updates to the East and West DDA District plans**

The Director summarized the status of the approval process for the updated East and West DDA District development and tax increment financing plans, and noted that the plans are available on the Township's website for review. No public comments or questions offered. No EDA Board questions, or comments offered.



C. 2021 – 2022 Project Priorities

The Director summarized the purpose and function of the East and West DDA District Implementation Strategy documents and noted that the proposed 2022 budgets for the districts would be on the regular October meeting agenda for consideration. No public comment offered. No EDA Board questions, or comments offered.

**GENERAL DISCUSSION**

- Figg commented he feels it was a good decision to go with CIB Planning as they have shown to be very effective with this project.
- Kequom expressed his appreciation for all Rodney's work putting this together.
- Kequom asked that the 2020 Annual Synopsis of EDA Activities for 2020 be included in the September 28, 2021, meeting minutes.

**DIRECTOR COMMENTS**

- Next step in process is on October 13, 2021, which includes Public Hearing by the Board of Trustees on plans for both EDA Districts and a first reading on the ordinances that would implement those plans and extend the terms of the 2 districts.
- No written comments have been received by staff so far, but informal comments that have been received in conversation with members of the public have been favorable.
- Positive feedback from the business community.
- Rodney Nanney mentioned the EDA is required to hold 2 informational meetings and have rescheduled the 2<sup>nd</sup> informational meeting for October 19<sup>th</sup> at 4:15 p.m.

Informational meeting will be held on October 19, 2021, at 4:15 p.m.

Next regularly scheduled EDA meeting will be the October 19, 2021, directly following the informational meeting.

Meeting adjourned at 4:49 p.m.

**APPROVED BY**

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**Chair Kequom**

**(Recorded by Amy Peak)**



## 2020 ANNUAL SYNOPSIS OF ECONOMIC DEVELOPMENT AUTHORITY ACTIVITIES

<b>TO:</b>	Mark Stuhldreher, Township Manager	<b>DATE:</b>	June 16, 2020
<b>FROM:</b>	Rodney C. Nanney, AICP, Community and Economic Development Director		

### **Background Information**

This report includes a synopsis of EDA staff, contracts, activities, accomplishments, and projects in the East DDA and the West DDA Districts has been prepared consistent with the requirements Public Act 57 of 2018 (the Recodification Tax Increment Financing Act). Additional financial reporting is available in a separate document for each DDA District.

Public Act 57 of 2018 (the Recodification Tax Increment Financing Act) went into effect on January 1, 2019. This new state Act consolidated the laws authorizing seven different kinds of tax increment finance authorities and standardized reporting requirements so the state and the public could better evaluate the effectiveness of tax increment financed programs.

The Township's Economic Development Authority (EDA) is required to submit a comprehensive annual report for the East and the West DDA Districts to the state Treasury Department and each taxing unit levying taxes captured by the authority, and to make information available to the public. These reports are required to include contain detailed information on the capture and use of tax increment revenues, information on debt, and the progress/status of development plans.

### **Staff Contact Information**

**Mark Stuhldreher, Township Manager**

(989) 772-4600 Ext. 231

mstuhldreher@uniontownshipmi.com

**Rodney Nanney, AICP, Community and Economic Development Director**

(989) 772-4600 Ext. 232

rnanney@uniontownshipmi.com

### **Statement Regarding Expenditure of Funds**

For tax increment revenues described in the annual audit, all funds have been expended within five (5) years of their receipt.

The Township's Finance Director, Sherrie Teall, has prepared separate Annual Financial Reports for the East DDA and West DDA Districts for filing with the Michigan Department of Treasury in accordance with the financial reporting requirements in Section 911 of Public Act 57 of 2018.

### **List and Descriptions of Current Contracts**

The following is a summary list of current contracts and other documents related to management of and services provided by the EDA in the DDA Districts:

<b>Current Contracts</b>	
Pleasant Thyme Herb Farm 5490 East Baseline Road Mount Pleasant, MI 48858	Installation and maintenance of flower baskets, wall planters, and sidewalk planters, and pruning of street trees all along the Pickard Road corridor in the East DDA District.
Mid-Michigan Industries 2426 Parkway Drive Mount Pleasant, MI 48858	Maintenance of park benches and trash receptacles along the Pickard Road corridor in the East DDA District.
Mid-Michigan Industries 2426 Parkway Drive Mount Pleasant, MI 48858	General litter pickup and sweeping along the Pickard Road corridor in the East DDA District prior to the Memorial Day, Independence Day, and Labor Day holidays.
Block Electric Co. 350 South Meridian Road Mount Pleasant, MI 48858	Maintenance of streetlighting and accent lighting and installation of streetlight banners along the Pickard Road corridor in the East DDA District.
Doug's Small Engine Repair 5293 East Pickard Road Mount Pleasant, MI 48858	Snowplowing and winter maintenance of the sidewalks along the Pickard Road corridor in the East DDA District.
Goenner Lawn Care LLC 441 W. Remus Rd. Road Mount Pleasant, MI 48858	Mowing, trimming, curb and sidewalk edging, and clearing of clippings from sidewalks for public lawn areas along the Pickard Road corridor in the East DDA District.
Thielen Turf Irrigation, Inc. 600 Industrial Drive Mount Pleasant, MI 48858	Irrigation system maintenance along the Pickard Road corridor in the East DDA District.
BeGreen, Inc. 9085 South Vandecar Road Shepherd, MI 48883	Weed control and fertilization treatments along the Pickard Road corridor in the East DDA District.
Price Mini-Storage 4695 East Pickard Road Mount Pleasant, MI 48858	Lease of enclosed storage space for keeping of EDA equipment, off-season banners, and supplies for the East DDA District and the West DDA District.
Hometown Decoration & Display LLC 2645 24 <sup>th</sup> Avenue Hudsonville, MI 49426	Furnish, provide, and install holiday decorations, display equipment, and materials along the Pickard Road corridor in the East DDA District.
CIB Planning, Inc. 17195 Silver Parkway, No. 309 Fenton, MI 48430	Assistance with and consultations for preparation of updated Development and Tax Increment Financing Plan Updates for the East and West Downtown Development Authority Districts per requirements of Public Act 57 of 2018.

### **List of Accomplishments**

The following is a list of EDA accomplishments, including progress made on development and tax increment finance plan goals and objectives:

1. Purchase and installation of new pedestrian and roadway LED lighting and restoration of damaged portions of the decorative stone walls under the US-127 overpass at the M-20 E. Pickard Road interchange in the East DDA District.
2. Completion of a capital improvements planning process to prepare prioritized lists of improvement projects for the East and West Downtown Development Authority Districts.
3. Initiation of the work to update the Development and Tax Increment Financing Plan Updates for the East and West Downtown Development Authority Districts per requirements of Public Act 57 of 2018.

### **Projects and Investments in 2020**

The following is a list of EDA projects and investments:

Current Projects and Investments		Status
a.	Art Reach of Mid-Michigan Annual Festival of Banners along the Pickard Road corridor in the East DDA District.	Banners completed and installed
b.	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)	Banners installed with seasonal changes
c.	Jamison Park building improvements (East DDA)	Funds budgeted; interior improvements completed
d.	Jamison Park site improvements, including replacement of dilapidated chain-link fence along the street frontage with new ornamental fencing, new signage, and ball field, dugout, and landscaping improvements (East DDA)	Funds budgeted; construction planned for 2021
e.	Purchase and installation of new pedestrian and roadway LED lighting under the US-127 overpass at the M-20 E. Pickard Road interchange (East DDA)	Lighting installed
f.	Rehabilitation of Pump Station #1 located on Enterprise Drive (East DDA)	Funds budgeted; construction planned for 2021
g.	Rehabilitation of Pump Station #14 located on May Street (West DDA)	Funds budgeted; project completed
h.	South Lincoln Road improvements south of the bridge over the Chippewa River to Broomfield Road (West DDA)	Funds budgeted; construction planned for 2021

Current Projects and Investments		Status
i.	Lincoln Road improvements north of the bridge over the Chippewa River to M-20/Remus Road (West DDA)	General agreement to be a funding partner, but not yet budgeted
j.	Funding in support of new sidewalk construction along the west side of the Lincoln Rd. right-of-way from 2300 South Lincoln Rd. (Lux Funeral Home) north to McDonald Park and the Township Hall (West DDA)	Funds budgeted; plans completed; construction planned for 2021
k.	Funding in support of new sidewalk construction along the north and south sides of the E. Remus Rd./M-20 state highway right-of-way from Bradley St. west to the S. Lincoln Rd. intersection (West DDA)	Funds budgeted; construction planned for 2021
l.	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)	Completed
m.	Annual payment to Mt. Pleasant Area Convention and Visitors Bureau in support of CVB destination marketing activities for the East DDA and West DDA Districts	Completed
n.	Annual payment to Middle Michigan Development Corporation in support of MMDC economic development activities for the East DDA and West DDA Districts	Completed

### **Events and Promotional Campaigns in 2020**

The following is a list of EDA events and promotional campaigns:

1. Art Reach of Mid-Michigan Annual Festival of Banners along the Pickard Road corridor in the East DDA District.
2. Display of seasonal Welcome Banners at the M-20/US-127 interchange gateway entrances into the East DDA District.
3. Collaboration with and financial support for the destination marketing activities of the Mount Pleasant Area Convention and Visitors Bureau to market and grow the business community in the East DDA and West DDA Districts.
4. Collaboration with and financial support for the economic development activities of the Middle Michigan Development Corporation to market and promote available properties and assist local manufacturing, industrial, and commercial businesses in the East DDA and West DDA Districts.

### **Progress on Development/Tax Increment Finance Plan Goals and Objectives**

The EDA continued to make good progress towards completion of specific project priorities listed in the East DDA and West DDA Development and Tax Increment Financing Plans, despite the challenges to the Township, the business community, and the construction industry caused by the COVID19 pandemic-related shutdowns and capacity restrictions. During the COVID19 shutdown period (March – June, 2020), the activities of Township staff and EDA contractors were focused on ensuring that the public amenities (banners, flowers, lawncare) along the E. Pickard Rd. corridor were established and maintained in as normal a manner as possible, to show that the corridor was “open for business” despite the pandemic.

All projects included in this report for 2020 are consistent with the goals and objectives of these plans. For 2021, the EDA Board is proceeding with a project to complete an update and extension of the East DDA and West DDA Development and Tax Increment Financing Plans in order to allow for completion of all project priorities in the Districts.

10/13/2021 02:22 PM  
User: SHERRIE  
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
CHECK DATE FROM 09/22/2021 - 10/19/2021

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 248 EDDA CHECKING						
09/23/2021	248	4235	01391	ISABELLA BANK	PROPERTY PURCHASE-5800 E PICKARD	195,697.09
10/15/2021	248	77 (E)	00146	CONSUMERS ENERGY	2029 2ND	69.09
					5157 E PICKARD STE B	29.68
					5157 E PICKARD STE A	32.24
					4900 E PICKARD	36.02
					1940 S ISABELLA RD	50.83
					2027 FLORENCE ST	35.68
					4923 E PICKARD	43.81
					4675 E PICKARD	36.37
					4592 E PICKARD STE B	29.84
					4592 E PICKARD STE A	46.53
					5771 E PICKARD STE B	29.84
					5771 E PICKARD STE A	71.70
					5770 E PICKARD STE B	29.84
					5770 E PICKARD STE A	56.82
					5325 E PICKARD	68.85
						<u>667.14</u>
10/19/2021	248	4236	00722	CHARTER TOWNSHIP OF UNION	Q3 UTILITY BILLING-PICKARD IRRIGATION	9,248.75
10/19/2021	248	4237	01741	GOENNER LAWN CARE LLC	MOWING ON PICKARD-SEPTEMBER 2021	2,900.00
10/19/2021	248	4238	01343	HOMETOWN DECORATIONS & DISPLAY	HOLIDAY LIGHTING-EDA	10,800.00
10/19/2021	248	4239	00450	M M I	PARK BENCH GROUND MAINT.-SEP 2021	922.00
10/19/2021	248	4240	01663	RODNEY NANNEY	MILEAGE REIMBURSEMENT-EDA PUBLIC HEARING	9.21
10/19/2021	248	4241	00649	THIELEN TURF IRRIGATION, INC.	WINTERIZE IRRIGATION SYSTEM ON PICKARD	<u>1,050.00</u>

248 TOTALS:

Total of 8 Disbursements:

221,294.19

10/13/2021 02:23 PM  
User: SHERRIE  
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
CHECK DATE FROM 09/23/2021 - 10/19/2021

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 250 WDDA CHECKING						
10/19/2021	250	261	01663	RODNEY NANNEY	MILEAGE REIMBURSEMENT-WDDA PUBLIC HEARIN	9.21
250 TOTALS:						
Total of 1 Checks:						9.21
Less 0 Void Checks:						0.00
Total of 1 Disbursements:						9.21



## PERIOD ENDING 09/30/2021

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	15,446.14		6,700.00	6,700.00	3,609.94		53.88
248-000-671.000	OTHER REVENUE	158.72		100.00	100.00	0.00		0.00
Total Dept 000 - NONE		451,005.05		524,350.00	525,350.00	470,218.81		89.51
TOTAL REVENUES		451,005.05		524,350.00	525,350.00	470,218.81		89.51
Expenditures								
Dept 000 - NONE								
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	7,269.50		82,500.00	62,500.00	21,705.46		34.73
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	13,257.00		23,000.00	23,000.00	19,942.00		86.70
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	26,789.26		35,000.00	35,000.00	13,012.92		37.18
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	13,198.00		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	17,070.00		85.35
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	9,109.80		16,000.00	16,000.00	13,595.90		84.97
248-000-920.000	ELECTRIC/NATURAL GAS	6,941.63		12,000.00	12,000.00	8,621.79		71.85
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		93,057.85		284,960.00	258,960.00	119,479.68		46.14
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	197,697.09		98.85
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	217,412.00		23.99
TOTAL EXPENDITURES		163,541.89		942,320.00	1,246,370.00	418,041.68		33.54

PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	YTD BALANCE 09/30/2020		2021 ORIGINAL BUDGET		2021 AMENDED BUDGET		YTD BALANCE 09/30/2021		% BDGT USED		
		NORMAL	(ABNORMAL)					NORMAL	(ABNORMAL)			
Fund 248 - EAST DDA FUND												
Fund 248 - EAST DDA FUND:												
TOTAL REVENUES		451,005.05		524,350.00		525,350.00		470,218.81		89.51		
TOTAL EXPENDITURES		163,541.89		942,320.00		1,246,370.00		418,041.68		33.54		
NET OF REVENUES & EXPENDITURES		287,463.16		(417,970.00)		(721,020.00)		52,177.13		7.24		

## PERIOD ENDING 09/30/2021

GL NUMBER	DESCRIPTION	YTD BALANCE		2021		2021		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	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	571.68		20.00		20.00		20.93		104.65
250-000-445.000	INTEREST ON TAXES	161.83		250.00		250.00		2.89		1.16
250-000-665.000	INTEREST EARNED	12,752.78		5,400.00		5,400.00		3,646.26		67.52
Total Dept 000 - NONE		335,828.86		335,670.00		343,570.00		345,662.57		100.61
TOTAL REVENUES		335,828.86		335,670.00		343,570.00		345,662.57		100.61
Expenditures										
Dept 000 - NONE										
250-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	3,601.32		54,200.00		29,200.00		14,723.96		50.42
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		8,601.32		429,460.00		404,460.00		21,103.96		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		134,202.91		738,460.00		783,460.00		93,459.95		11.93
Fund 250 - WEST DDA FUND:										
TOTAL REVENUES		335,828.86		335,670.00		343,570.00		345,662.57		100.61
TOTAL EXPENDITURES		134,202.91		738,460.00		783,460.00		93,459.95		11.93
NET OF REVENUES & EXPENDITURES		201,625.95		(402,790.00)		(439,890.00)		252,202.62		57.33

Fund 248 EAST DDA FUND

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	5,107.95
248-000-002.000	SAVINGS	1,219,392.15
248-000-003.001	CERTIFICATE OF DEPOSIT	533,672.94
<b>Total Assets</b>		<b>1,758,173.04</b>
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	24,929.96
<b>Total Liabilities</b>		<b>24,929.96</b>
*** Fund Balance ***		
248-000-370.379	RESTRICTED FUND BALANCE	1,681,065.95
<b>Total Fund Balance</b>		<b>1,681,065.95</b>
<b>Beginning Fund Balance</b>		<b>1,681,065.95</b>
<b>Net of Revenues VS Expenditures</b>		<b>52,177.13</b>
<b>Ending Fund Balance</b>		<b>1,733,243.08</b>
<b>Total Liabilities And Fund Balance</b>		<b>1,758,173.04</b>

Fund 250 WEST DDA FUND

GL Number	Description	Balance
*** Assets ***		
250-000-001.000	CASH	5,515.33
250-000-002.000	SAVINGS	520,548.62
250-000-002.001	SHARES	53.70
250-000-003.001	CERTIFICATE OF DEPOSIT	948,551.23
<b>Total Assets</b>		<b>1,474,668.88</b>
*** Liabilities ***		
250-000-202.000	ACCOUNTS PAYABLE	9.21
<b>Total Liabilities</b>		<b>9.21</b>
*** Fund Balance ***		
250-000-370.379	RESTRICTED FUND BALANCE	1,222,457.05
<b>Total Fund Balance</b>		<b>1,222,457.05</b>
<b>Beginning Fund Balance</b>		<b>1,222,457.05</b>
<b>Net of Revenues VS Expenditures</b>		<b>252,202.62</b>
<b>Ending Fund Balance</b>		<b>1,474,659.67</b>
<b>Total Liabilities And Fund Balance</b>		<b>1,474,668.88</b>

## 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	Squattrito	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

## REQUEST FOR EDA ACTION

<b>To:</b> Economic Development Authority	<b>DATE:</b> October 12, 2021
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR EDA CONSIDERATION:</b> 10/19/2021
<b>ACTION REQUESTED:</b> Approval and adoption of the FY 2022 Budget for the East DDA Fund, West DDA Fund and to further recommend adoption to the Township Board of Trustees.	

Current Action \_\_\_\_\_ Emergency \_\_\_\_\_

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

Finance Approval \_\_\_\_\_ *MDS* \_\_\_\_\_

### **BACKGROUND INFORMATION**

It is recommended that the FY 2022 budget be adopted by the Economic Development Authority for the funds listed above and as shown in the attached. A brief description of the significant items for each fund follows. The attached budget detail also includes 10-year projections for each fund.

#### **EDDA Operating**

- Total recommended appropriations are \$960,000
- \$40,000 in funding has been provided to a grant program to assist local businesses with beautification and pedestrian access improvements-\$20,000 for each program
- Funding in the amount of \$10,000 is provided in support of the Parks Master Plan update
- Pump Station #1 project (cost share with sewer fund), originally budgeted in 2019, 2020 and again in 2021 was not executed due to receipt of bids higher than anticipated. This is funded again in 2022 for \$160k. Additional funding is being sought for this project via a fall 2021 2% grant application
- Engineering work for water and sewer improvement projects in the vicinity of Pickard and Summerton roads in the amount of \$275,000
- \$250,000 is being recommended to improve Packard Rd
- \$175,000 is budgeted for sidewalk projects that include the east side of Bud St from Pickard north to Jameson Park and along the east side of Isabella from Kay St to Broadway
- \$90,000 is being recommended for site improvement on the property at 5800 E. Pickard (demo building and remove/replace sign at corner)
- Programs such as lawn mowing, irrigation, landscape maintenance, holiday lighting, banners and snowplowing are funded
- Funding transfer of \$81,200 to the Fire Fund in support of the fire service delivery contract with Mt Pleasant
- FY 2022 projected year end fund balance is \$801,486

#### **WDDA Operating**

- Total recommended appropriation budget is \$762,670



- The Lincoln Rd improvement project south of the bridge, which was originally approved in 2018 in the amount of \$330,000, is budgeted in FY 2022 in anticipation of project completion. It is unclear when the improvements on Lincoln Rd north of the bridge will be completed as funding is in the process of being identified
- Funding of \$320,000 in support of improvements at intersection of Bradley/Remus and Lincoln/Remus; sidewalks along Remus east to Bradley and sidewalk on Lincoln north of Lux to Township Hall.
- Funding of \$40,000 has been carried over from 2021 to 2022 to create two grant programs to assist local businesses with beautification and pedestrian access improvements-\$20,000 for each program
- Funding transfer of \$59,000 to the Fire Fund in support of the fire service delivery contract with Mt Pleasant is budgeted
- FY 2022 projected year end fund balance is \$1,059,227

### **SCOPE OF SERVICES**

Not applicable

### **JUSTIFICATION**

Budget adoption is required under the Uniform Budget Act. As per the DDA Act, Authority budgets are also required to be approved by the Township Board of Trustees. Board of Trustee approval is anticipated at their meeting on December 15, 2021.

### **PROJECT IMPROVEMENTS**

The following Board of Trustee goals are addressed in these budgets:

- 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**

The fiscal year begins January 1, 2022. Budget adoption is required prior to that date in order to expend resources throughout the fiscal year.

### **RESOLUTION**

Authorization is hereby given to adopt the FY 2022 budget for the East DDA and West DDA funds as per the attached and further recommend approval of same to the Township Board of Trustees.

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

Yes:

No:

Absent:

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

BUDGET REPORT FOR CHARTER TOWNSHIP OF UNION  
 Fund: 248 EAST DDA FUND

		Calculations as of 12/31/2021					
GL NUMBER	DESCRIPTION	2020	2021	2021	2021	2022	2022
		ACTIVITY	AMENDED	ACTIVITY	PROJECTED	REQUESTED	RECOMMENDED
			BUDGET	THRU 12/31/21	ACTIVITY	BUDGET	BUDGET
ESTIMATED REVENUES							
Dept 000 - NONE							
248-000-402.000	CURRENT PROPERTY TAX	434,701	466,000	466,609	466,000	468,000	468,000
248-000-402.001	PROPERTY TAX REFUNDS-BOR MTT		(4,000)			(4,000)	(4,000)
248-000-402.100	PRIOR YEARS PROPERTY TAXES		(250)			(250)	(250)
248-000-420.000	DELQ PERSONAL PROPERTY CAPT	68	300		300	300	300
248-000-445.000	INTEREST ON TAXES	631	500		500	500	500
248-000-573.000	STATE AID REVENUE-LCSA	62,006	56,000		56,000	56,000	56,000
248-000-665.000	INTEREST EARNED	19,093	6,700	3,610	6,700	4,800	4,800
248-000-671.000	OTHER REVENUE	159	100		100	100	100
Totals for dept 000 - NONE		516,658	525,350	470,219	529,600	525,450	525,450
TOTAL ESTIMATED REVENUES		516,658	525,350	470,219	529,600	525,450	525,450

Calculations as of 12/31/2021							
GL NUMBER	DESCRIPTION	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 12/31/21	2021 PROJECTED ACTIVITY	2022 REQUESTED BUDGET	2022 RECOMMENDED BUDGET
APPROPRIATIONS							
Dept 000 - NONE							
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICE	10,574	62,500	20,774	45,000	15,270	15,270
	FOOTNOTE AMOUNTS:					5,000	5,000
	CIB PLANNING - CONSULTATIONS FOR IMPLEMENTATION OF THE UPDATED EAST DDA DEV. PLAN - AS NEEDED PER HOURLY RATES IN CURRENT AGREEMENT					7,000	7,000
	FOOTNOTE AMOUNTS:						
	M M I FOR GROUNDS MAINTENANCE ALONG PICKARD					370	370
	FOOTNOTE AMOUNTS:						
	MID MICHIGAN CABLE CONSORTIUM FOR RECORDING MEETINGS					2,500	2,500
	FOOTNOTE AMOUNTS:						
	MMDC ANNUAL CLIENT FEE					400	400
	FOOTNOTE AMOUNTS:						
	AUDIT PRESENTATION						
	GL # FOOTNOTE TOTAL:					15,270	15,270
248-000-801.001	MAINT- BENCHES/TRASH RECEPTACLES		5,000		1,000	5,000	5,000
	MAINTENANCE TO PARK BENCHES, PLANTERS, TRASH RECEPTACLES AS NEEDED						
248-000-801.003	SIDEWALK SNOWPLOWING	5,100	11,000	5,900	11,000	11,000	11,000
248-000-801.004	RIGHT OF WAY LAWN CARE	14,654	23,000	17,042	23,000	23,000	23,000
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	33,244	35,000	11,963	20,000	35,000	35,000
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	14,411	21,000	12,235	21,000	21,000	21,000
248-000-801.015	STREET LIGHT BANNERS/CHRISTMAS	17,630	20,000	6,270	20,000	21,960	21,960
	FOOTNOTE AMOUNTS:					10,800	10,800
	CHRISTMAS DECORATIONS ON PICKARD ST						
	FOOTNOTE AMOUNTS:					1,960	1,960
	UPGRADE ELECTRICAL CORDS ON CHRISTMAS DECORATIONS					9,200	9,200
	FOOTNOTE AMOUNTS:						
	BANNERS, BANNER INSTALLATION AND TAKE DOWN					21,960	21,960
	GL # FOOTNOTE TOTAL:						
248-000-826.000	LEGAL FEES		500		500	2,000	2,000
	ASSISTANCE WITH PROPERTY PURCHASE/TRANSFER/SALE AND AGREEMENTS AS NEEDED						
248-000-880.000	COMMUNITY PROMOTION	5,000	10,000	5,000	10,000	10,000	10,000
	FOOTNOTE AMOUNTS:				5,000	5,000	5,000
	EAST DDA CONTRIBUTION TO THE MT PLEASANT AREA CVB						
	FOOTNOTE AMOUNTS:				5,000	5,000	5,000
	PROJECT TO IMPROVE COMMUNICATION WITH & BETWEEN EAST DDA BUSINESS OWNERS						
	GL # FOOTNOTE TOTAL:				10,000	10,000	10,000
248-000-883.000	COMMUNITY IMPROVEMENT GRANTS		40,000			40,000	40,000
248-000-900.000	PRINTING & PUBLISHING		250		250	250	250
248-000-915.000	MEMBERSHIP & DUES		260	405	500	260	500
248-000-917.000	WATER & SEWER CHARGES	9,110	16,000	4,347	16,000	17,000	17,000
248-000-920.000	ELECTRIC/NATURAL GAS	11,587	12,000	8,622	12,000	14,000	14,000
248-000-935.000	PROPERTY/LIABILITY INSURANCE	1,576	1,700	1,392	1,700	1,800	1,800
248-000-940.000	LEASE/RENT	550	700	600	700	700	700
248-000-955.000	MISC.	85	50		50	100	100
Totals for dept 000 - NONE		123,521	258,960	94,550	182,700	218,340	218,580
Dept 336 - FIRE DEPARTMENT							
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	70,484	81,150	81,150	81,150	81,400	81,200
Totals for dept 336 - FIRE DEPARTMENT		70,484	81,150	81,150	81,150	81,400	81,200
Dept 728 - ECONOMIC DEVELOPMENT							
248-728-967.300	SEWER SYSTEM PROJECTS		435,260			500,000	435,000
	FOOTNOTE AMOUNTS:					225,000	160,000
	PUMP STATION #1 UPGRADE & REHAB-(MOVED FROM 2021 TO 2022)						
	FOOTNOTE AMOUNTS:					275,000	275,000
	S. SUMMERTON RD WATER-SANITARY SEWER EXTENSION - ENGINEERING (MOVED FROM 2021 TO 2022)						
	GL # FOOTNOTE TOTAL:					500,000	435,000
248-728-967.400	STREET/ROAD PROJECTS					250,000	250,000

BUDGET REPORT FOR CHARTER TOWNSHIP OF UNION  
 Fund: 248 EAST DDA FUND

Calculations as of 12/31/2021							
GL NUMBER	DESCRIPTION	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 12/31/21	2021 PROJECTED ACTIVITY	2022 REQUESTED BUDGET	2022 RECOMMENDED BUDGET
APPROPRIATIONS							
Dept 728 - ECONOMIC DEVELOPMENT							
	FOOTNOTE AMOUNTS:					250,000	250,000
	PACKARD RD. PAVING/DRAINAGE IMPROVEMENTS FOR ICRC ACCEPTANCE						
248-728-967.500	SIDEWALK/PATHWAY PROJECTS					175,000	175,000
	FOOTNOTE AMOUNTS:					75,000	75,000
	NEW SIDEWALK ALONG EAST SIDE OF BUD ST. NORTH FROM E. PICKARD RD. TO JAMESON PARK						
	FOOTNOTE AMOUNTS:					100,000	100,000
	NEW SIDEWALK ALONG THE EAST SIDE OF S. ISABELLA RD. FROM E. KAY ST. TO E. BROADWAY RD.						
	GL # FOOTNOTE TOTAL:					175,000	175,000
248-728-967.600	PARKS PROJECTS	221,000		19,715	211,000	10,000	10,000
	CONTRIBUTION TO THE PARKS MASTER PLAN PROJECT (MOVED FROM 2021 TO 2022)						
248-728-971.000	CAPITAL OUTLAY-LAND	200,000		197,697	200,000		
248-728-974.000	CAPITAL OUTLAY-LAND IMPROVEMENTS	50,000				90,000	90,000
	FOOTNOTE AMOUNTS:					50,000	50,000
	DEMOLITION OF EXISTING STRUCTURE AND NORTH PARKING LOT AT 5800 E. PICKARD RD.						
	FOOTNOTE AMOUNTS:					40,000	40,000
	DEMOLITION AND REPLACEMENT OF THE ENTERPRISE PARK FREESTANDING SIGN AT 5800 E. PICKARD RD. WITH AN ELECTRONIC MESSAGE BOARD						
	MOVED PROPERTY IMPROVEMENTS @ 5800 E. PICKARD (MOVED \$50,000 FROM 2021 TO 2022)						
	GL # FOOTNOTE TOTAL:					90,000	90,000
Totals for dept 728 - ECONOMIC DEVELOPMENT		906,260		217,412	411,000	1,025,000	960,000
TOTAL APPROPRIATIONS		194,005	1,246,370	393,112	674,850	1,324,740	1,259,780
NET OF REVENUES/APPROPRIATIONS - FUND 248		322,653	(721,020)	77,107	(145,250)	(799,290)	(734,330)
BEGINNING FUND BALANCE		1,358,413	1,681,066	1,681,066	1,681,066	1,535,816	1,535,816
ENDING FUND BALANCE		1,681,066	960,046	1,758,173	1,535,816	736,526	801,486

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BUDGET REPORT FOR CHARTER TOWNSHIP OF UNION  
Fund: 250 WEST DDA FUND

Page: 1/2

		Calculations as of 12/31/2021					
GL NUMBER	DESCRIPTION	2020	2021	2021	2021	2022	2022
		ACTIVITY	AMENDED	ACTIVITY	PROJECTED	REQUESTED	RECOMMENDED
			BUDGET	THRU 12/31/21	ACTIVITY	BUDGET	BUDGET
ESTIMATED REVENUES							
Dept 000 - NONE							
250-000-402.000	CURRENT PROPERTY TAX	322,343	341,900	341,992	341,900	359,000	359,000
250-000-402.001	PROPERTY TAX REFUNDS-BOR MTT		(4,000)			(4,000)	(4,000)
250-000-420.000	DELQ PERSONAL PROPERTY CAPT	574	20	21	25	20	20
250-000-445.000	INTEREST ON TAXES	163	250	3	100	200	200
250-000-665.000	INTEREST EARNED	14,269	5,400	3,646	5,400	4,400	4,400
Totals for dept 000 - NONE		337,349	343,570	345,662	347,425	359,620	359,620
TOTAL ESTIMATED REVENUES		337,349	343,570	345,662	347,425	359,620	359,620

BUDGET REPORT FOR CHARTER TOWNSHIP OF UNION  
 Fund: 250 WEST DDA FUND

Calculations as of 12/31/2021							
GL NUMBER	DESCRIPTION	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 12/31/21	2021 PROJECTED ACTIVITY	2022 REQUESTED BUDGET	2022 RECOMMENDED BUDGET
APPROPRIATIONS							
Dept 000 - NONE							
250-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICE	5,487	29,200	14,715	29,200	8,270	8,270
	FOOTNOTE AMOUNTS:					5,000	5,000
	CIB PLANNING - CONSULTATIONS FOR IMPLEMENTATION OF THE UPDATED WEST DDA DEV. PLAN - AS NEEDED PER HOURLY RATES IN CURRENT AGREEMENT-					370	370
	FOOTNOTE AMOUNTS:						
	MID MICHIGAN CABLE CONSORTIUM-RECORDING MEETINGS					2,500	2,500
	FOOTNOTE AMOUNTS:						
	MMDC ANNUAL CLIENT FEE					400	400
	FOOTNOTE AMOUNTS:						
	AUDIT PRESENTATION						
	GL # FOOTNOTE TOTAL:					8,270	8,270
250-000-826.000	LEGAL FEES			975			
250-000-880.000	COMMUNITY PROMOTION	5,000	5,000	5,000	5,000	5,000	5,000
250-000-883.000	COMMUNITY IMPROVEMENT GRANTS		40,000			40,000	40,000
	MOVED \$40,000 IN 2021 TO 2022						
250-000-915.000	MEMBERSHIP & DUES		260	405	405	260	400
250-000-967.400	STREET/ROAD PROJECTS		330,000			330,000	330,000
	CONTRIBUTION TO THE S. LINCOLN RD. RECONSTRUCTION SOUTH OF THE CHIPPEWA RIVER TO BROOMFIELD RD PLUS INTERSECTION IMPROVEMENTS						
	LINCOLN ROAD SOUTH OF THE BRIDGE PROJECT (MOVED FROM 2021 TO 2022)						
Totals for dept 000 - NONE		10,487	404,460	21,095	34,605	383,530	383,670
Dept 336 - FIRE DEPARTMENT							
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	52,068	59,000	59,516	60,000	62,000	59,000
Totals for dept 336 - FIRE DEPARTMENT		52,068	59,000	59,516	60,000	62,000	59,000
Dept 728 - ECONOMIC DEVELOPMENT							
250-728-967.300	SEWER SYSTEM PROJECTS	73,534					
250-728-967.500	SIDEWALK/PATHWAY PROJECTS		320,000	12,840	13,000	320,000	320,000
	FOOTNOTE AMOUNTS:					250,000	250,000
	REMUS RD. - PUBLIC SIDEWALKS ON BOTH SIDES PLUS INTERSECTION IMPROVEMENTS AT BRADLEY ST. AND S. LINCOLN RD. (MOVED FROM 2021 TO 2022)					70,000	70,000
	FOOTNOTE AMOUNTS:						
	S. LINCOLN RD. NORTH FROM LUX FUNERAL HOME TO THE TWP. HALL PARKING LOT (MOVED FROM 2021 TO 2022)						
	GL # FOOTNOTE TOTAL:					320,000	320,000
Totals for dept 728 - ECONOMIC DEVELOPMENT		73,534	320,000	12,840	13,000	320,000	320,000
TOTAL APPROPRIATIONS		136,089	783,460	93,451	107,605	765,530	762,670
NET OF REVENUES/APPROPRIATIONS - FUND 250		201,260	(439,890)	252,211	239,820	(405,910)	(403,050)
	BEGINNING FUND BALANCE	1,021,197	1,222,457	1,222,457	1,222,457	1,462,277	1,462,277
	ENDING FUND BALANCE	1,222,457	782,567	1,474,668	1,462,277	1,056,367	1,059,227

**Charter Township of Union**  
**East DDA Fund Long Term Forecast**  
**October, 2021**

Fiscal Year	Projected Year End 2021	Recommended Budget 2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
<b>Revenues</b>											
Property Tax <sup>1</sup>	466,800	468,800	473,488	478,223	483,005	487,835	492,714	497,641	502,617	507,643	512,720
Property Tax Refunds-MTT	0	-4,250	-4,250	-4,250	-4,250	-4,250	-4,250	-4,250	-4,250	-4,250	-4,250
State Aid Revenue <sup>2</sup>	56,000	56,000	53,000	50,000	47,000	44,000	41,000	38,000	35,000	32,000	29,000
Interest Earned	6,700	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800	4,800
Other Revenue	100	100	100	100	100	100	100	100	100	100	100
<b>Total Revenues</b>	<b>529,600</b>	<b>525,450</b>	<b>527,138</b>	<b>528,873</b>	<b>530,655</b>	<b>532,485</b>	<b>534,364</b>	<b>536,291</b>	<b>538,267</b>	<b>540,293</b>	<b>542,370</b>
<b>Expenditures</b>											
Professional and Contractual Services <sup>3</sup>	182,700	178,580	182,152	185,795	189,511	193,301	197,167	201,110	205,132	209,235	213,420
Community Improvement Grants	0	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Fire Protection <sup>4</sup>	81,150	81,200	82,200	83,200	84,200	85,200	86,200	87,200	88,200	89,200	90,200
Projects <sup>5</sup>	411,000	960,000	450,000	400,000	350,000	300,000	250,000	225,000	200,000	200,000	200,000
<b>Total Expenditures</b>	<b>674,850</b>	<b>1,259,780</b>	<b>754,352</b>	<b>708,995</b>	<b>663,711</b>	<b>618,501</b>	<b>573,367</b>	<b>553,310</b>	<b>533,332</b>	<b>538,435</b>	<b>543,620</b>
<b>Excess of revenue over expenditures</b>	<b>-145,250</b>	<b>-734,330</b>	<b>-227,214</b>	<b>-180,122</b>	<b>-133,055</b>	<b>-86,016</b>	<b>-39,003</b>	<b>-17,019</b>	<b>4,935</b>	<b>1,858</b>	<b>-1,250</b>
<b>Fund Balance - beginning of year</b>	<b>1,681,066</b>	<b>1,535,816</b>	<b>801,486</b>	<b>574,272</b>	<b>394,151</b>	<b>261,095</b>	<b>175,080</b>	<b>136,076</b>	<b>119,057</b>	<b>123,992</b>	<b>125,850</b>
<b>Projected Fund Balance - end of year</b>	<b>1,535,816</b>	<b>801,486</b>	<b>574,272</b>	<b>394,151</b>	<b>261,095</b>	<b>175,080</b>	<b>136,076</b>	<b>119,057</b>	<b>123,992</b>	<b>125,850</b>	<b>124,600</b>
<b>Fund Balance Policy<sup>6</sup></b>	<b>43,976</b>	<b>37,047</b>	<b>50,726</b>	<b>51,500</b>	<b>52,286</b>	<b>53,085</b>	<b>53,896</b>	<b>54,719</b>	<b>55,556</b>	<b>56,407</b>	<b>57,271</b>
<b>Amount over/(under) policy target</b>	<b>1,491,840</b>	<b>764,439</b>	<b>523,546</b>	<b>342,651</b>	<b>208,809</b>	<b>121,995</b>	<b>82,181</b>	<b>64,338</b>	<b>68,435</b>	<b>69,443</b>	<b>67,329</b>
<b>Fund balance percent of operating expenditures</b>	<b>582%</b>	<b>267%</b>	<b>189%</b>	<b>128%</b>	<b>83%</b>	<b>55%</b>	<b>42%</b>	<b>36%</b>	<b>37%</b>	<b>37%</b>	<b>36%</b>

Assumptions:

<sup>1</sup> Taxable value increases 1%/year

<sup>2</sup> State Aid Revenue estimated to decrease \$3,000 annually

<sup>3</sup> Expenses increase 2%/year -- one time (non-recurring) expenditures in 2022

<sup>4</sup> Reimburse tax captures to Fire Fund for fire protection services

<sup>4</sup> Annual spending on projects assumption \$450,000 in 2023, then decreasing each year after 2023 until 2029

<sup>6</sup> Fund balance policy equals 2 months of normal operational expenditures or 16.7% of operating expenditures

**Charter Township of Union**  
**West DDA Fund Long Term Forecast**  
**October, 2021**

Fiscal Year	Projected Year End 2021	Recommended Budget 2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
<b>Revenues</b>											
Property Tax <sup>1</sup>	342,025	359,220	362,812	366,440	370,105	373,806	377,544	381,319	385,132	388,984	392,874
Property Tax Refunds-MTT	0	-4,000	-4,000	-4,000	-4,000	-4,000	-4,000	-4,000	-4,000	-4,000	-4,000
Interest Earned	5,400	4,400	5,400	5,100	4,800	4,500	4,200	3,900	3,600	3,300	3,000
<b>Total Revenues</b>	<b>347,425</b>	<b>359,620</b>	<b>364,212</b>	<b>367,540</b>	<b>370,905</b>	<b>374,306</b>	<b>377,744</b>	<b>381,219</b>	<b>384,732</b>	<b>388,284</b>	<b>391,874</b>
<b>Expenditures</b>											
Professional and Contractual Services <sup>2</sup>	29,605	8,670	8,843	9,020	9,201	9,385	9,572	9,764	9,959	10,158	10,361
Community Promotion	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Community Improvement Grants	0	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Fire Protection <sup>3</sup>	60,000	59,000	60,000	61,000	62,000	63,000	64,000	65,000	66,000	67,000	68,000
Projects <sup>4</sup>	13,000	650,000	380,000	380,000	380,000	380,000	380,000	380,000	380,000	380,000	330,000
<b>Total Expenditures</b>	<b>107,605</b>	<b>762,670</b>	<b>493,843</b>	<b>495,020</b>	<b>496,201</b>	<b>497,385</b>	<b>498,572</b>	<b>499,764</b>	<b>500,959</b>	<b>502,158</b>	<b>453,361</b>
<b>Excess of revenue over expenditures</b>	<b>239,820</b>	<b>-403,050</b>	<b>-129,631</b>	<b>-127,480</b>	<b>-125,296</b>	<b>-123,079</b>	<b>-120,829</b>	<b>-118,545</b>	<b>-116,227</b>	<b>-113,875</b>	<b>-61,488</b>
<b>Fund Balance - beginning of year</b>	<b>1,222,457</b>	<b>1,462,277</b>	<b>1,059,227</b>	<b>929,596</b>	<b>802,116</b>	<b>676,820</b>	<b>553,741</b>	<b>432,912</b>	<b>314,368</b>	<b>198,141</b>	<b>84,267</b>
<b>Projected Fund Balance - end of year</b>	<b>1,462,277</b>	<b>1,059,227</b>	<b>929,596</b>	<b>802,116</b>	<b>676,820</b>	<b>553,741</b>	<b>432,912</b>	<b>314,368</b>	<b>198,141</b>	<b>84,267</b>	<b>22,779</b>
<b>Fund Balance Policy<sup>5</sup></b>	<b>15,768</b>	<b>18,779</b>	<b>18,974</b>	<b>19,170</b>	<b>19,367</b>	<b>19,565</b>	<b>19,762</b>	<b>19,961</b>	<b>20,160</b>	<b>20,360</b>	<b>20,561</b>
<b>Amount over/(under) policy target</b>	<b>1,446,509</b>	<b>1,040,448</b>	<b>910,622</b>	<b>782,945</b>	<b>657,453</b>	<b>534,176</b>	<b>413,150</b>	<b>294,407</b>	<b>177,981</b>	<b>63,907</b>	<b>2,218</b>
<b>Fund balance percent of operating expenditures</b>	<b>1546%</b>	<b>940%</b>	<b>817%</b>	<b>697%</b>	<b>582%</b>	<b>472%</b>	<b>365%</b>	<b>262%</b>	<b>164%</b>	<b>69%</b>	<b>18%</b>

Assumptions:

<sup>1</sup> Taxable value increases 1%/year

<sup>2</sup> Expenses increase 2%/year

<sup>3</sup> Reimburse tax captures to Fire Fund for fire protection services' estimated to increase \$1,000 annually

<sup>4</sup> Annual spending on projects assumption \$380,000 annually beginning in 2023 until 2031

<sup>5</sup> Fund balance policy equals 2 months of normal operational expenditures or 16.7% of operating expenditures





## REQUEST FOR EDA BOARD ACTION

**TO:** Economic Development Authority Board      **DATE:** October 13, 2021  
**FROM:** Rodney C. Nanney, AICP, Community and Economic Development Director      **DATE FOR CONSIDERATION:** 10/19/2021  
**ACTIONS REQUESTED:** To authorize the owners of the Pickard Party Store to remove the existing street tree immediately adjacent to their freestanding sign at 5114 E. Pickard Rd. due to the encroachment of the tree into the sign area.

Current Action ☒ Emergency ☐

Funds Budgeted: If Yes ☐ Account # ☐ No ☐ N/A ☒

Finance Approval ☐

### **BACKGROUND INFORMATION**

The EDA Board is charged with overseeing local economic development activities within the East DDA District, which includes efforts to attract and retain businesses, and to strengthen and support a healthy business climate in the District. The landscaping improvements were originally installed along the E. Pickard Rd. corridor in part to meet these objectives.

However, as the trees have matured there has occasionally proved to be a need to remove a tree for various reasons.

The Pickard Party Store occupies the southwest corner of E. Pickard Rd. and Florence St. The site includes the single story retail building and a freestanding sign on the E. Pickard Rd. frontage. Immediately to the west is an EDA park bench, streetlight, and two existing trees. The tree closest to the sign has matured to the point that it completely blocks any view of the sign for eastbound traffic on M-20. In addition, the branches of the tree have extended so close to the sign that there is potential for damage during a storm event.

The owners of the store, Ken Los and Ngy Taing, have submitted a request to remove the tree to eliminate these conflicts.

Please note that, following a visit to the site, Staff directed Mr. Los not to fill out the replacement portion of the request form. There is no suitable alternative for a new tree at this location. In addition, the upcoming M-20 reconstruction project has a high likelihood of impacting any new tree planting, due to the expected changes to the driveway access to this site from M-20.

### **SCOPE OF SERVICES**

To authorize the owners of the Pickard Party Store to remove the existing street tree immediately adjacent to their freestanding sign at 5114 E. Pickard Rd.

### **JUSTIFICATION**

The EDA is charged with overseeing local economic development activities within the DDA Districts. As outlined in the Township's Economic Development Plan, EDA goals include among other things, attracting and retaining businesses, and increasing recreational activities, events, and tourism in the area. The proposed tree removal would improve visibility for this existing business and would eliminate the potential for damage to the freestanding sign from the encroachment of tree branches.

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

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

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

### **COSTS**

N/A

### **PROJECT TIMETABLE**

If authorized, the tree would be removed by the Pickard Party Store owners.

### **RESOLUTION**

To authorize the owners of the Pickard Party Store to remove the existing street tree immediately adjacent to their freestanding sign at 5114 E. Pickard Rd. due to the encroachment of the tree into the sign area, subject to the following conditions:

1. Documentation of liability insurance for the contractor hired to remove the tree shall be provided to the Community and Economic Development Director prior to removal.
2. The project shall include removal of the tree, the stump, and all debris; replacement of topsoil to level the site; and seeding of the disturbed area with grass seed.

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

Yes:

No:

Absent:

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

9-20-21  
(date)

TO: Economic Development Authority Board  
SUBJ.: East Pickard Road Streetscape  
RE.: Tree Removal Request

I respectfully request to remove a tree or trees located at: 5114 E Pickard ST  
MT. PLEASANT, MI 48858 Number of trees to be removed is 1.

I would like the tree(s) removed for the following reasons: IT block our sign  
customer are not able to see our sign & it's bad  
for the business.

I realize that I will be responsible for all fees and costs associated with the removal, if granted.  
LS  
(initials)

~~I realize that I will be responsible for all fees and costs to install a 6'-8' species, equal to the  
number of trees to be removed, which will be determined by the E.D.A. and be placed on the  
East Pickard corridor.~~

~~(initials)~~

Pickard Party Store  
Business Name

Ken Los & Wgy Tainy  
Owner's Name

989-773-6448  
Owner's Contact Information

**Charter Township of Union Economic Development Authority Board  
Isabella County, MI**

**Resolution**

The Charter Township of Union Economic Development Authority Board is charged with promoting economic development and reducing blight within its boundaries. The landscaping improvements along East Pickard Road are a valuable asset in meeting these objectives. The Board places a very high value on the trees that have been planted along this corridor. From time to time the Board has received requests to remove one of these trees for various reasons. The purpose of this resolution is to provide property owners along the East Pickard corridor with some guidance on this issue.

It was moved by Jim Zalud and supported by Carol Churchill to adopt the following:

Be it resolved, any request to remove a tree that has been planted by the EDA, must be:

1. Made in writing and addressed to the EDA Chair.
2. The request must give a clear reason(s) for the removal. Any negative impacts on the property owners business must be included as well as photos.
3. Clearly describe the tree(s) requested to be removed.

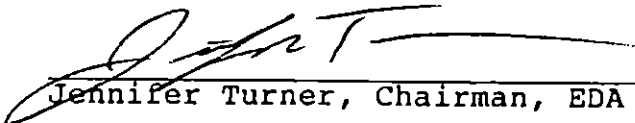
Since the Board places a very high value on these trees, it is the property owner's burden to prove to the Board the removal of the tree(s) is necessary. If the Board does give permission to remove a tree, it will be done at the property owner's expense.

AYES: John Barker, Carol Churchill, Marty Figg, Thomas Kequom  
Jeremy Sheets, Jennifer Turner, Jim Zalud & Bill Zehender

NAYES: None

ABSENT: Sara Spencer Noggle

The Resolution is declared ADOPTED.

  
Jennifer Turner, Chairman, EDA Board

10-19-2010  
Date

  
Carol Churchill, Secretary, EDA Board

10.19.2010  
Date

**CERTIFICATION**

I hereby certify that the foregoing is a true and complete copy of the Resolution adopted by the Charter Township of Union Economic Development Authority Board at a regular meeting held on the 19th day of September, 2010.

Carol A. Churchill  
Carol Churchill, Secretary, EDA Board

10.19.10  
Date