

# Charter Township of Union



**Economic Development Authority Board (EDA)  
Regular Meeting – Lincoln Reception Center  
Tuesday, February 15, 2022, at 4:30 p.m.**

This meeting will take place in-person. To better provide for social distancing during this public meeting, **the location of the EDA Board meeting has been moved to the Lincoln Reception Center, 2300 S. Lincoln Road, Mt. Pleasant, MI 48858, which is located behind the Lux Funeral Home.** Enter at the Lux Funeral Home driveway and follow the directions signs around to the Lincoln Reception Center entrance and parking are on the south side of the building.

**In the interest of creating the safest possible environment, all attendees are invited and encouraged to wear masks while in the building. Extra masks will be available for those that may need one.**

## AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
  - January 18, 2022
5. PRESENTATIONS
  - Annual report from Jim McBryde, President of the Middle Michigan Development Corporation - [https://dc3fe5427947676ebf8c-d83786acf7730b8d9d82dcd8225b29a9.ssl.cf2.rackcdn.com/uploaded/2/0e13656958\\_1643210597\\_2021-mmdc-annual-report.pdf](https://dc3fe5427947676ebf8c-d83786acf7730b8d9d82dcd8225b29a9.ssl.cf2.rackcdn.com/uploaded/2/0e13656958_1643210597_2021-mmdc-annual-report.pdf)
  - Questions from the Board members
6. PUBLIC COMMENT
7. REPORTS
  - A. Accounts payable Approval – January  
East DDA District #248 – Check Register  
West DDA District #250 – Check Register

B. December Financial Reports: Income / Expense Statement; Balance Sheet  
East DDA District #248  
West DDA District #250

C. Board Member Matrix

**8. NEW BUSINESS**

**9. PENDING BUSINESS**

A. Update on Grant Program development

**10. DIRECTOR COMMENTS**

**11. ADJOURNMENT**

Next regularly scheduled meeting Tuesday, March 15, 2022

**Charter Township of Union  
Economic Development Authority Board (EDA)  
Regular Board Meeting  
Tuesday, January 18, 2022**

**MINUTES**

A regular meeting of the Charter Township of Union Economic Development Authority was held on January 18, 2022, at 4:30 p.m. at Lincoln Reception Center 2300 S Lincoln Road, Mt. Pleasant, MI 48858.

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

**ROLL CALL**

Present:

Bacon

Zalud

Kequom

Chowdhary

Coyne

Sweet

Excused: Barz, Hunter, Mielke, Figg

Others Present: Rodney Nanney – Community & Economic Development Director, Amy Peak – Building Services Clerk

**APPROVAL OF AGENDA**

MOTION by Coyne SUPPORTED by Chowdhary to APPROVE the agenda as presented.

**MOTION CARRIED 6-0.**

**APPROVAL OF MINUTES**

MOTION by Sweet SUPPORTED by Coyne to APPROVE minutes from the November 30, 2021, meeting as presented. **MOTION CARRIED 6-0.**

**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 **Chowdhary** to APPROVE the East DDA payables 12/1/21 – 1/18/22 in the amount of \$19,844.84 as presented. **MOTION CARRIED 6-0.**

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

MOTION by **Zalud** SUPPORTED by **Bacon** to APPROVE the West DDA payables 12/1/21 – 1/18/22 in the amount of \$892.50 as presented. **MOTION CARRIED 6-0.**

Community & Economic Development Director reviewed revenues and expenditures through 12/31/21.

Financial reports were RECEIVED AND FILED by Chair Kequom

### **NEW BUSINESS**

- A. **RFBA – Approval of a contractor to demolish and remove the principal building at 5800 East Pickard Road ( parcel ID# 14-013-20-013-00), along with removal and disposal of debris, refuse, and materials from the parcel and associated site restoration.**

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

EDA Board Member James Zalud as part owner of Isabella Corporation will be abstaining from any vote or discussion on the Request for Board Action.

Discussion held. Mr. Coyne stated that although all 3 companies are local, a couple of the companies pay taxes in the Township and that should be considered in making a determination to award the bid. Mr. Bacon also commented on the value of working with a property owner in the Township. Mr. Kequom stated they are all local companies that are good to work with.

MOTION by **Bacon** SUPPORT by **Coyne** to approve the bid from McGuirk Sand & Gravel to demolish and remove the principal building at 5800 East Pickard Road (parcel ID# 14-013-20-013-00), along with removal and disposal of debris, refuse, and materials from the parcel and associated site restoration for a fee not to exceed \$15,785.00.

This bid is accepted with the qualification that the Updated Invitation to Bid document be specifically required to be incorporated into and made part of the authorization for services to ensure that all requested work under Scope of Request is completed.

Further discussion held.

**4 – YES, 1 – NO, 1 – ABSTAIN, MOTION CARRIED.**

**B. RFBA – To review the initial outline of FY2022 grant funding programs for beautification, pedestrian access improvements, and freestanding signs and to provide direction for development of the final proposals for each grant programs.**

Community and Economic Development Director, Rodney Nanney reviewed the Request For Board Action and introduction for the grant program. Discussion held.

EDA Board consensus that this is a great starting point and would like to create awareness of the grant program to see what kind of feedback we receive. Direction was given to consider separate sign-related grant guidelines for the East vs. the West DDA District commercial areas. Mr. Nanney will prepare a more detailed grant program proposal to bring back to the board for approval at the next EDA meeting.

**PENDING BUSINESS**

A. Adopt the amended 2022 EDA Board meeting calendar.

MOTION by **Bacon** SUPPORT by **Coyne** to adopt the amended 2022 meeting calendar to reflect the change made to the joint meeting. **6 – YES, 0 – NO, MOTION CARRIED.**

**DIRECTOR COMMENTS**

- Asked Board to please read the emails coming from the Township and respond to these emails accordingly.
- Make sure all contact and email information is up to date.
- Make sure the Board is opening and reviewing the Board Packets.
- Importance of a quorum.

Mr. Zalud informed the Chair that he will be unable to attend the February and March meetings. Mr. Coyne informed the Chair that he will be unable to attend the February meeting.

Next regular EDA meeting to be held on Tuesday, February 15, 2022.  
Meeting adjourned by Chair Kequom at 6:00 p.m.

**APPROVED BY**

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**Chair Kequom**

**(Recorded by Amy Peak)**

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 248 EDDA CHECKING						
02/11/2022	248	84 (E)	00146	CONSUMERS ENERGY	5800 E PICKARD #A	130.94
					5770 E PICKARD STE B	30.07
					5771 E PICKARD STE A	79.26
					5771 E PICKARD STE B	30.07
					4592 E PICKARD STE A	53.08
					4592 E PICKARD STE B	30.07
					4675 E PICKARD	38.03
					4923 E PICKARD	40.87
					2027 FLORENCE ST	37.49
					1940 S ISABELLA	55.38
					4900 E PICKARD	39.79
					5157 E PICKARD STE A	31.38
					5157 E PICKARD STE B	30.07
					2029 2ND	75.99
					5325 E PICKARD	76.21
					5770 E PICKARD STE A	58.11
						<u>836.81</u>
02/11/2022	248	85 (E)	00146	VOID		
				Void Reason: Created From Check Run Process		
02/15/2022	248	4261	00072	BLOCK ELECTRIC	STREET LIGHT REPAIR ON PICKARD ST CORRID	626.70
					REPLACE BREAKER FOR IRRIGATION CONTROLLE	184.00
						<u>810.70</u>
02/15/2022	248	4262	01765	LINCOLN RECEPTION CENTER	OFF-SITE MEETING ROOM RENTAL-EAST DDA	225.00
02/15/2022	248	4263	00450	M M I	PARK BENCH GROUND MAINT-JAN 2022	246.00
02/15/2022	248	4264	00907	MID MICHIGAN CABLE CONSORTIUM	2022 VIDEO RECORDING CONTRACT-EDA MEETIN	367.50
02/15/2022	248	4265	00437	MIDDLE MICHIGAN DEVELOPMENT CORP	MMDC 2022 ANNUAL CLIENT FEE-EDDA	2,500.00
<b>248 TOTALS:</b>						
Total of 7 Checks:						4,986.01
Less 1 Void Checks:						<u>0.00</u>
Total of 6 Disbursements:						<u>4,986.01</u>

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 250 WDDA CHECKING						
02/15/2022	250	266	01765	LINCOLN RECEPTION CENTER	OFF-SITE MEETING ROOM RENTAL-WEST DDA	225.00
02/15/2022	250	267	00907	MID MICHIGAN CABLE CONSORTIUM	2022 VIDEO RECORDING CONTRACT-EDA MEETIN	367.50
02/15/2022	250	268	00437	MIDDLE MICHIGAN DEVELOPMENT CORP	MMDC 2022 ANNUAL CLIENT FEE-WEST DDA	2,500.00
250 TOTALS:						
Total of 3 Checks:						3,092.50
Less 0 Void Checks:						0.00
Total of 3 Disbursements:						<u>3,092.50</u>

User: SHERRIE

DB: Union

PERIOD ENDING 01/31/2022

GL NUMBER	DESCRIPTION	YTD BALANCE		2022		YTD BALANCE		% BGD USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2022 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 248 - EAST DDA FUND								
Revenues								
Dept 000 - NONE								
248-000-402.000	CURRENT PROPERTY TAX	0.00		468,000.00	468,000.00		0.00	0.00
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	0.00		300.00	300.00		0.00	0.00
248-000-445.000	INTEREST ON TAXES	0.00		500.00	500.00		0.00	0.00
248-000-573.000	STATE AID REVENUE-LCSA	0.00		56,000.00	56,000.00		0.00	0.00
248-000-665.000	INTEREST EARNED	680.15		4,800.00	4,800.00		222.64	4.64
248-000-671.000	OTHER REVENUE	0.00		100.00	100.00		0.00	0.00
Total Dept 000 - NONE		680.15		525,450.00	525,450.00		222.64	0.04
TOTAL REVENUES		680.15		525,450.00	525,450.00		222.64	0.04
Expenditures								
Dept 000 - NONE								
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	2,746.00		15,270.00	15,270.00		3,113.50	20.39
248-000-801.001	MAINT- BENCHES/TRASH RECEPTACLES	0.00		5,000.00	5,000.00		0.00	0.00
248-000-801.003	SIDEWALK SNOWPLOWING	1,400.00		11,000.00	11,000.00		0.00	0.00
248-000-801.004	RIGHT OF WAY LAWN CARE	0.00		23,000.00	23,000.00		0.00	0.00
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	86.84		35,000.00	35,000.00		626.70	1.79
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	0.00		21,000.00	21,000.00		0.00	0.00
248-000-801.015	STREET LIGHT BANNERS/CHRISTMAS	4,500.00		21,960.00	21,960.00		4,500.00	20.49
248-000-826.000	LEGAL FEES	0.00		2,000.00	2,000.00		0.00	0.00
248-000-880.000	COMMUNITY PROMOTION	0.00		10,000.00	10,000.00		0.00	0.00
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		500.00	500.00		0.00	0.00
248-000-917.000	WATER & SEWER CHARGES	0.00		17,000.00	17,000.00		0.00	0.00
248-000-920.000	ELECTRIC/NATURAL GAS	3,153.75		14,000.00	14,000.00		2,237.83	15.98
248-000-935.000	PROPERTY/LIABILITY INSURANCE	1,391.61		1,800.00	1,800.00		0.00	0.00
248-000-940.000	LEASE/RENT	0.00		700.00	700.00		325.00	46.43
248-000-955.000	MISC.	0.00		100.00	100.00		0.00	0.00
Total Dept 000 - NONE		13,278.20		218,580.00	218,580.00		10,803.03	4.94
Dept 336 - FIRE DEPARTMENT								
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	0.00		81,200.00	81,200.00		0.00	0.00
Total Dept 336 - FIRE DEPARTMENT		0.00		81,200.00	81,200.00		0.00	0.00
Dept 728 - ECONOMIC DEVELOPMENT								
248-728-967.300	SEWER SYSTEM PROJECTS	0.00		435,000.00	435,000.00		0.00	0.00
248-728-967.400	STREET/ROAD PROJECTS	0.00		250,000.00	250,000.00		0.00	0.00
248-728-967.500	SIDEWALK/PATHWAY PROJECTS	0.00		175,000.00	175,000.00		0.00	0.00
248-728-967.600	PARKS PROJECTS	0.00		10,000.00	10,000.00		0.00	0.00
248-728-974.000	CAPITAL OUTLAY-LAND IMPROVEMENTS	0.00		90,000.00	90,000.00		0.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		0.00		960,000.00	960,000.00		0.00	0.00
TOTAL EXPENDITURES		13,278.20		1,259,780.00	1,259,780.00		10,803.03	0.86



User: SHERRIE

DB: Union

PERIOD ENDING 01/31/2022

GL NUMBER	DESCRIPTION	YTD BALANCE		2022		YTD BALANCE		% BDGT USED
		01/31/2021	NORMAL (ABNORMAL)	ORIGINAL BUDGET	2022 AMENDED BUDGET	01/31/2022	NORMAL (ABNORMAL)	
Fund 248 - EAST DDA FUND								
Fund 248 - EAST DDA FUND:								
	TOTAL REVENUES	680.15		525,450.00	525,450.00		222.64	0.04
	TOTAL EXPENDITURES	13,278.20		1,259,780.00	1,259,780.00		10,803.03	0.86
	NET OF REVENUES & EXPENDITURES	(12,598.05)		(734,330.00)	(734,330.00)		(10,580.39)	1.44

User: SHERRIE

DB: Union

PERIOD ENDING 01/31/2022

GL NUMBER	DESCRIPTION	YTD BALANCE		2022		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2022 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 250 - WEST DDA FUND								
Revenues								
Dept 000 - NONE								
250-000-402.000	CURRENT PROPERTY TAX	0.00		359,000.00	359,000.00		0.00	0.00
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	0.00		20.00	20.00		0.00	0.00
250-000-445.000	INTEREST ON TAXES	0.00		200.00	200.00		0.00	0.00
250-000-665.000	INTEREST EARNED	636.20		4,400.00	4,400.00		361.83	8.22
Total Dept 000 - NONE		636.20		359,620.00	359,620.00		361.83	0.10
TOTAL REVENUES		636.20		359,620.00	359,620.00		361.83	0.10
Expenditures								
Dept 000 - NONE								
250-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	2,500.00		8,270.00	8,270.00		2,867.50	34.67
250-000-880.000	COMMUNITY PROMOTION	0.00		5,000.00	5,000.00		0.00	0.00
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		400.00	400.00		0.00	0.00
250-000-967.400	STREET/ROAD PROJECTS	0.00		330,000.00	330,000.00		0.00	0.00
Total Dept 000 - NONE		2,500.00		383,670.00	383,670.00		2,867.50	0.75
Dept 336 - FIRE DEPARTMENT								
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	0.00		59,000.00	59,000.00		0.00	0.00
Total Dept 336 - FIRE DEPARTMENT		0.00		59,000.00	59,000.00		0.00	0.00
Dept 728 - ECONOMIC DEVELOPMENT								
250-728-940.000	LEASE/RENT	0.00		0.00	0.00		325.00	100.00
250-728-967.500	SIDEWALK/PATHWAY PROJECTS	0.00		320,000.00	320,000.00		0.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		0.00		320,000.00	320,000.00		325.00	0.10
TOTAL EXPENDITURES		2,500.00		762,670.00	762,670.00		3,192.50	0.42
Fund 250 - WEST DDA FUND:								
TOTAL REVENUES		636.20		359,620.00	359,620.00		361.83	0.10
TOTAL EXPENDITURES		2,500.00		762,670.00	762,670.00		3,192.50	0.42
NET OF REVENUES & EXPENDITURES		(1,863.80)		(403,050.00)	(403,050.00)		(2,830.67)	0.70

Fund 248 EAST DDA FUND

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	29,536.14
248-000-002.000	SAVINGS	999,133.39
248-000-003.001	CERTIFICATE OF DEPOSIT	534,033.12
248-000-123.000	PREPAID EXPENSES	1,528.22
<b>Total Assets</b>		<b>1,564,230.87</b>
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	23,326.44
248-000-214.101	DUE TO GENERAL FUND	88.23
<b>Total Liabilities</b>		<b>23,414.67</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 - 2021</b>		<b>1,681,065.95</b>
<b>Net of Revenues VS Expenditures - 2021</b>		<b>(129,669.36)</b>
<b>*2021 End FB/2022 Beg FB</b>		<b>1,551,396.59</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>(10,580.39)</b>
<b>Ending Fund Balance</b>		<b>1,540,816.20</b>
<b>Total Liabilities And Fund Balance</b>		<b>1,564,230.87</b>

\* Year Not Closed

Fund 250 WEST DDA FUND

GL Number	Description	Balance
*** Assets ***		
250-000-001.000	CASH	4,059.32
250-000-002.000	SAVINGS	520,901.84
250-000-002.001	SHARES	53.70
250-000-003.001	CERTIFICATE OF DEPOSIT	949,696.44
<b>Total Assets</b>		<b>1,474,711.30</b>
*** Liabilities ***		
250-000-202.000	ACCOUNTS PAYABLE	3,092.50
250-000-214.101	DUE TO GENERAL FUND	88.23
<b>Total Liabilities</b>		<b>3,180.73</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 - 2021</b>		<b>1,222,457.05</b>
<b>Net of Revenues VS Expenditures - 2021</b>		<b>251,904.19</b>
<b>*2021 End FB/2022 Beg FB</b>		<b>1,474,361.24</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>(2,830.67)</b>
<b>Ending Fund Balance</b>		<b>1,471,530.57</b>
<b>Total Liabilities And Fund Balance</b>		<b>1,474,711.30</b>

\* Year Not Closed

## Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	James	Thering	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	Judy	Lannen	12/31/2022
5 -	Brandon	LaBelle	12/31/2022
Alt. #1	vacant seat		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	Herren	12/31/2023
2	Richard	Jakubiec	12/31/2021
3	Andy	Theisen	12/31/2023
Hannah's Bark Park Advisory Board (2 Members from Township) 2 year term			
1	Mark	Stuhldreher	12/31/2022
2	John	Dinse	12/31/2023
Chippewa River District Library Board 4 year term			
1	Ruth	Helwig	12/31/2023
2	Lynn	Laskowsky	12/31/2025



## Board Expiration Dates

EDA Board Members (11 Members) 4 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	Bryan	Mielke	11/2024
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