

# Charter Township of Union



**Economic Development Authority Board (EDA)  
Regular Meeting – Lincoln Reception Center  
Tuesday, March 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
  - February 15, 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 / February  
East DDA District #248 – Check Register

West DDA District #250 – Check Register

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

C. Board Member Matrix

D. Acknowledgement of Service – Sarvjit Chowdhary

**8. NEW BUSINESS**

A. Attendance Letter and discussion

**9. PENDING BUSINESS**

A. Update on Grant Program development

**10. DIRECTOR COMMENTS**

- Road project updates
- Michigan Downtown Association webinar series information

**11. ADJOURNMENT**

Joint Meeting - April 6, 2022, at 7 pm

Next regularly scheduled meeting Tuesday, April 19, 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)**

**Charter Township of Union  
Economic Development Authority Board (EDA)  
Regular Board Meeting  
Tuesday, February 15, 2022**

**MINUTES**

A regular meeting of the Charter Township of Union Economic Development Authority was held on February 15, 2022, at 4:30 p.m. at Lincoln Reception Center 2300 S Lincoln Road, Mt. Pleasant, MI 48858.

**Meeting was called to order at 4:34 p.m.**

**ROLL CALL**

Present:

Bacon

Mielke

Kequom

Chowdhary

Sweet

Excused: Barz, Figg, Zalud, Coyne

Absent: Hunter

NO QUORUM

Meeting closed at 4:35 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		0.00
				Void Reason: Created From Check Run Process		V
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
02/23/2022	248	4266	00722	CHARTER TOWNSHIP OF UNION	ENTERPRISE DRIVE-2021 WINTER TAX	519.53
03/10/2022	248	86 (E)	00146	CONSUMERS ENERGY	5800 E PICKARD #A	151.58
03/15/2022	248	4267	00450	M M I	PARK BENCH GROUND MAINT. FEB 2022	307.50

248 TOTALS:

(1 Check Voided)

Total of 9 Disbursements:

5,964.62

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 02/28/2022

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	1,620.03		4,800.00	4,800.00		430.96	8.98
248-000-671.000	OTHER REVENUE	0.00		100.00	100.00		0.00	0.00
Total Dept 000 - NONE		1,620.03		525,450.00	525,450.00		430.96	0.08
TOTAL REVENUES		1,620.03		525,450.00	525,450.00		430.96	0.08
Expenditures								
Dept 000 - NONE								
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	4,675.00		15,270.00	15,270.00		3,421.00	22.40
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	5,900.00		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	4,700.00		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	4,087.91		14,000.00	14,000.00		3,095.28	22.11
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		20,841.36		218,580.00	218,580.00		11,967.98	5.48
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		20,841.36		1,259,780.00	1,259,780.00		11,967.98	0.95

User: SHERRIE

DB: Union

PERIOD ENDING 02/28/2022

GL NUMBER	DESCRIPTION	YTD BALANCE		2022		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 248 - EAST DDA FUND								
Fund 248 - EAST DDA FUND:								
	TOTAL REVENUES	1,620.03		525,450.00	525,450.00		430.96	0.08
	TOTAL EXPENDITURES	20,841.36		1,259,780.00	1,259,780.00		11,967.98	0.95
	NET OF REVENUES & EXPENDITURES	(19,221.33)		(734,330.00)	(734,330.00)		(11,537.02)	1.57

User: SHERRIE

DB: Union

PERIOD ENDING 02/28/2022

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	673.18		4,400.00		4,400.00	716.03	16.27
Total Dept 000 - NONE		673.18		359,620.00		359,620.00	716.03	0.20
TOTAL REVENUES		673.18		359,620.00		359,620.00	716.03	0.20
Expenditures								
Dept 000 - NONE								
250-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	4,429.00		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		4,429.00		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		4,429.00		762,670.00		762,670.00	3,192.50	0.42
Fund 250 - WEST DDA FUND:								
TOTAL REVENUES		673.18		359,620.00		359,620.00	716.03	0.20
TOTAL EXPENDITURES		4,429.00		762,670.00		762,670.00	3,192.50	0.42
NET OF REVENUES & EXPENDITURES		(3,755.82)		(403,050.00)		(403,050.00)	(2,476.47)	0.61

Fund 248 EAST DDA FUND

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	24,033.23
248-000-002.000	SAVINGS	999,248.36
248-000-003.001	CERTIFICATE OF DEPOSIT	534,123.84
248-000-123.000	PREPAID EXPENSES	1,528.22
<b>Total Assets</b>		<b>1,558,933.65</b>
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	459.08
248-000-214.101	DUE TO GENERAL FUND	19,134.53
<b>Total Liabilities</b>		<b>19,593.61</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>(130,188.89)</b>
<b>*2021 End FB/2022 Beg FB</b>		<b>1,550,877.06</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>(11,537.02)</b>
<b>Ending Fund Balance</b>		<b>1,539,340.04</b>
<b>Total Liabilities And Fund Balance</b>		<b>1,558,933.65</b>

\* Year Not Closed

Fund 250 WEST DDA FUND

GL Number	Description	Balance
*** Assets ***		
250-000-001.000	CASH	966.82
250-000-002.000	SAVINGS	520,973.74
250-000-002.001	SHARES	53.70
250-000-003.001	CERTIFICATE OF DEPOSIT	949,978.74
<b>Total Assets</b>		<b>1,471,973.00</b>
*** Liabilities ***		
250-000-214.101	DUE TO GENERAL FUND	88.23
<b>Total Liabilities</b>		<b>88.23</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>(2,476.47)</b>
<b>Ending Fund Balance</b>		<b>1,471,884.77</b>
<b>Total Liabilities And Fund Balance</b>		<b>1,471,973.00</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	2/15/2025
4-Secretary	Doug	LaBelle II	2/15/2025
5 - Vice Secretary	Stan	Shingles	2/15/2024
6	Tera	Albrecht	2/15/2024
7	Paul	Gross	2/15/2025
8	Jack	Williams	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		12/31/2022
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	Joseph	Schafer	12/31/2023
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 (9 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	Cheryl	Hunter	6/22/2023
8	Jeff	Sweet	2/13/2025
9	David	Coyne	3/26/2026
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

# Charter Township of Union



February 17, 2022

Dear EDA Board,

As you know the Economic Development Authority meetings are held the third Tuesday of every month at 4:30p.m. With the transition from virtual meetings back to in-person meetings attendance is becoming an issue.

The Charter Township of Union Economic Development Authority Bylaws and Rules of Procedure Article 2, Section 2.3 - Absences, Resignation , and Removal states: An EDA Board member shall notify the Chair and the Community and Economic Development Director as far in advance as possible when they intend to be absent from a meeting.

It also states: Pursuant to proper notice and an opportunity to be heard, a member may be removed from office for misfeasance, malfeasance, or nonfeasance in office by a majority vote of the Township Board of Trustees following a referral for action by the EDA Board. Unexcused absence from three (3) or more regularly scheduled EDA Board meetings in any twelve (12) month period shall constitute nonfeasance in office.

I can't stress to you all enough how important attendance is for these meetings so we can conduct business and continue down the path in the right direction.

I would also like recognize Marty Figg, Bryan Mielke & Jeff Sweet for their exceptional attendance while serving on the Economic Development Authority Board and making this an obvious priority.

Please see attached for your review should you have any questions or concerns I would be happy to set up a meeting for discussion.

Respectfully,

  
Thomas Kequom, EDA Chair

CC: Rodney Nanney, AICP, Community & Economic Development Director  
Mark Stuhldreher, Union Township Manager



<b>Name</b>	<b># Meetings Held</b>	<b>Absent</b>	<b>% Attended</b>
Hunter	22	13	40%
Barz	22	10	54%
Chowdhary	22	7	68%
Zalud	22	6	72%
Bacon	22	5	77%
Coyne	22	4	81%
Sweet	12	1	91%
Kequom	22	1	95%
Figg	22	0	100%
Mielke	14	0	100%

**CHARTER TOWNSHIP OF UNION  
ISABELLA COUNTY, MICHIGAN**

**RESOLUTION OF THE BOARD OF TRUSTEES TO REDUCE THE EDA BOARD  
MEMBERSHIP FROM ELEVEN TO NINE MEMBERS**

At a regular meeting of the Board of Trustees for the Charter Township of Union, Isabella County, Michigan held on the 9<sup>th</sup> day of March, 2022:

**WHEREAS**, the East and the West Downtown Development Authority (DDA) Districts are governed by a single governing body, which is the eleven (11) member Economic Development Authority (EDA) Board established by a Board of Trustees resolution adopted on April 14, 2010 in accordance with the requirements of the former Downtown Development Authority Act (Public Act 197 of 1975) and in a manner consistent with Section 204(7) of the current Recodified Tax Increment Financing Act (Public Act 57 of 2018, as amended); and

**WHEREAS**, in accordance with Section 204(1) of the Recodified Tax Increment Financing Act the EDA Board is required to consist of the Township Supervisor and "*not less than 8 or more than 12 members*" as determined by the Board of Trustees; and

**WHEREAS**, because there are currently two (2) open seats, an adjustment in the EDA Board membership to the Supervisor plus eight (8) other members can be accomplished without affecting the unexpired terms of current EDA Board members.

**NOW, THEREFORE, LET IT BE RESOLVED** that the membership of the Economic Development Authority (EDA) Board shall consist of the Township Supervisor plus eight (8) other members appointed by the Supervisor subject to Board of Trustees approval. Per Section 204(1) of the Recodified Tax Increment Financing Act:

1. Not less than a majority of the members shall be persons having an interest in property located in the East or West DDA Districts or officers, members, trustees, principals, or employees of a legal entity having an interest in property located in these Districts; and
2. At least one (1) of the members shall be a resident of the East or West DDA Districts.

**BE IT FURTHER RESOLVED** that appointed EDA Board members with unexpired terms (Thomas Kequom, James Zalud, Richard Barz, Robert Bacon, Marty Figg, Cheryl Hunter, Jeff Sweet, and David Coyne) shall continue to serve without alteration to their terms of office. Ongoing compliance with Section 204(1) membership provisions shall be addressed by the Supervisor and Board of Trustees at the time of any future appointments or re-appointments to the EDA Board.

The foregoing resolution was offered by Cody and supported by Bills.

Upon roll call vote, the following voted:

<u>Board of Trustees</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
Supervisor Bryan Mielke	<u>X</u>	<u>          </u>	<u>          </u>	<u>          </u>
Clerk Lisa Cody	<u>X</u>	<u>          </u>	<u>          </u>	<u>          </u>
Treasurer Kim Rice	<u>          </u>	<u>          </u>	<u>X</u>	<u>          </u>
Trustee Connie Bills	<u>X</u>	<u>          </u>	<u>          </u>	<u>          </u>
Trustee Jeff Brown	<u>          </u>	<u>          </u>	<u>X</u>	<u>          </u>
Trustee Bill Hauck	<u>X</u>	<u>          </u>	<u>          </u>	<u>          </u>
Trustee James Thering	<u>X</u>	<u>          </u>	<u>          </u>	<u>          </u>

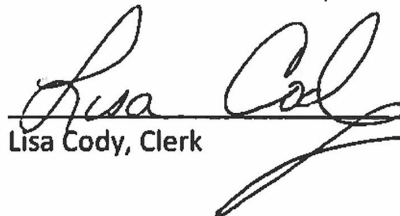
RESOLUTION DECLARED ADOPTED.

  
\_\_\_\_\_  
Bryan Mielke, Supervisor

9 MAR 2022  
\_\_\_\_\_  
Date

**CERTIFICATION**

I, Lisa Cody, Clerk for the Charter Township of Union, do hereby certify that the foregoing is a true and complete copy of the action taken by the Board of Trustees at a regular meeting held on the 9th day of March, 2022. I further certify that public notice was given and the meeting was conducted in full compliance with the Open Meetings Act (Public Act 267 of 1976, as amended).

  
\_\_\_\_\_  
Lisa Cody, Clerk

3-9-22  
\_\_\_\_\_  
Certification Date

# Charter Township Of Union

## Economic Development Authority Board Grant Application

Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Beautification** – to encourage landscaping and site beautification work on existing lots.  
(Up to 25% of the total with maximum potential award of \$2,000)

**Pedestrian Access Improvements** – to encourage installation of private sidewalks and barrier-free pedestrian access improvements from public sidewalks to existing buildings.  
(Up to 75% of the total with maximum potential award of \$3,000)

**Freestanding Signs** – to establish a more coordinated visual character for business signage and to maximize sign visibility in areas where mature street trees tend to obscure taller signs by supporting replacement of existing signs with monument-style ground signs.  
(Up to 50% of the total project costs, less the cost of any electronic message board component with maximum potential award of \$5,000)

Total Cost of Proposed Improvements: \_\_\_\_\_

Total Grant Amount Requested: \_\_\_\_\_



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# Downtown Management Training Series

## Resources to Strengthen Downtowns, Board of Directors, & Managers

Member Cost: \$25 per webinar | Non-Member \$35

[www.michigandowntowns.com](http://www.michigandowntowns.com)

### Demystifying DDAs

Just what is a DDA and what is it supposed to do? We have heard those questions countless times. Cristina and Bob take the mystery out of DDA law and explain the answers to the most commonly asked questions about Downtown Development Authorities. Learn why Act 197 of 1975 was originally passed and how it has evolved in the last 40+ years. Common questions regarding DDA spending, purpose, and 'rules' will also be addressed.

*Robert Donohue, Coach, Community Heart & Soul  
Cristina Sheppard-Decius, Owner, POW! Strategies*

### Downtown Management Basics

In this webinar, learn the overall responsibilities inherent in downtown revitalization. A Downtown Development Authority is just one of many avenues available to enable your efforts. Become familiar with all the organizational tools in the toolbox as well as legal considerations and reporting requirements.

MiPDM eligible program.

*Joe Frost, Community Assistance Team Specialist, Michigan Economic Development Corporation*

### Updating A TIF Plan

A Downtown Development Authority is governed by its Tax Increment Financing (TIF) plan. Arguably, it's the most important document for a downtown organization to maintain and implement. But what is the difference between a development plan and a TIF plan? When should a TIF plan be updated and what is the process? How can updating a TIF plan encourage support from community members and taxing jurisdictions? In this webinar, learn the process of updating a TIF plan, how to right-size your district, and gain a general knowledge of Tax Increment Financing.

*Jill Bahm, AICP, Partner, Giffels Webster  
Annette Knowles, Downtown/Economic Development Coordinator,  
City of Monroe*

### How To Be an Effective Board Member

You have been asked to become a member of a downtown management board of directors. Now what? In this webinar, learn what will be expected from you while being an active and effective board member. Discover what you can bring to the table, and the organization, to help your community become stronger. Conversely, downtown managers will gain knowledge regarding board member training, expectations, best practices, and succession.

*John Bry, Program Coordinator, Main Street Oakland County  
Annaka Norris, Senior Planner, Planning & Local Business Development,  
Oakland County, Michigan*

### DDA Reporting Requirements

PA 57 of 2018 introduced new reporting requirements ALL Downtown Development Authorities must adhere to in order to remain compliant. In this webinar, members of the MDA Legislative and Advocacy Committee are joined by a representative from the Michigan State Treasury Department to provide step by step directions on how to accurately complete all reporting requirements found in PA 57. Examples of how compliant downtown organizations are managing and implementing the three reporting components, website content, informational meetings, and annual reporting, will be presented and explained.

*James Alt, Director, Lapeer Downtown Development Authority  
Travis Bukovcik, Michigan Department of Treasury  
Molly LaLone, Director, Lake Orion Downtown Development Authority  
Nate Mack, Director, South Lyon Downtown Development Authority  
Dana Walker, Director, Michigan Downtown Association*

### Meeting Management

In this webinar, learn how to manage and participate in an effective and efficient organizational meeting. Our two experts in the field of municipal law and parliamentary procedure will discuss the importance of understanding Robert's Rule, Parliamentary Law, and the Freedom of Information Act. Ethics, basics rules of public comment and debate, and closed meetings are also discussed.

MiPDM eligible program.

*Chris Johnson, General Counsel, Michigan Municipal League  
Eleanor (Coco) Siewert, Professional Registered Parliamentarian,  
Trainer, Michigan Municipal League*

**A webinar series dedicated to educating downtown managers and downtown management board of directors.**

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