



**Economic Development Authority Board (EDA)
Regular Meeting – Union Township Hall
2010 S Lincoln Rd
Tuesday, October 18, 2022, at 4:30 p.m.**

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
 - September 20, 2022, Regular Meeting
5. CORRESPONDENCE
6. PUBLIC COMMENT
7. REPORTS
 - A. Accounts payable Approval – September
East DDA District #248 – Check Register
West DDA District #250 – None
 - 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 – East – West DDA Funds – FY2022 Budget Amendment #2 Approval and to Recommend to the Board of Trustees for Final Action
 - B. RFBA – East – West DDA Funds – FY2023 Budget Approval and to Recommend to the Board of Trustees for Final Action
 - C. RFBA – To approve WDDA sidewalk snowplowing services
 - D. RFBA – Move November 15, 2022, meeting to November 29, 2022, and cancel December 20, 2022, meeting for lack of anticipated action items.
9. PENDING BUSINESS

10. DIRECTOR COMMENTS

11. ADJOURNMENT

Next regularly scheduled meeting Tuesday, November 15, 2022, at 4:30pm

**Charter Township of Union
Economic Development Authority Board (EDA)
Regular Board Meeting
Tuesday, September 20, 2022**

MINUTES

A regular meeting of the Charter Township of Union Economic Development Authority was held on September 20, 2022, at the Union Township Hall 2010 S Lincoln Rd, Mt. Pleasant, MI 48858.

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

ROLL CALL

Present: Bacon, Kequom, Mielke, Barz, Figg, Sweet, Zalud (4:33)

Excused: Coyne

Absent: Hunter

Others Present: Mark Stuhldreher – Township Manager, Sherrie Teall – Finance Director, Amy Peak – Building Services Clerk,

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

MOTION by **Barz** SUPPORTED by **Figg** to APPROVE minutes from August 16, 2022, Regular Meeting and August 16, 2022, Special Informational Meeting as presented. **MOTION CARRIED 7-0.**

CORRESPONDENCE

Manager Stuhldreher touched base on the progress status of the E. Remus Rd. and S. Lincoln Rd. sidewalk projects in the West DDA District.

PUBLIC COMMENT

Luke Goenner with Goenner Lawn Care was introduced by Chair Kequom.

REPORTS - None

ACCOUNTS PAYABLE/ FINANCIAL STATEMENTS

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

MOTION by **Zalud** SUPPORTED by **Sweet** to APPROVE the East DDA payables 8/17/22 – 9/20/22 in the amount of \$21, 263.21 as presented. **MOTION CARRIED 7-0.**

Finance Director, Sherrie Teall reviewed the accounts payable for the West DDA. MOTION by **Barz** SUPPORTED by **Sweet** to APPROVE the West DDA Contractors pay application #2 for the E. Remus Rd. and S. Lincoln Rd. sidewalk projects in the amount of \$237,163.20 as presented. **MOTION CARRIED 6 - YES, 0 – NO, 1 – Abstain (Zalud).**

Finance Director, Sherrie Teall reviewed revenues and expenditures through 8/31/2022
Financial reports were RECEIVED AND FILED by Chair Kequom

NEW BUSINESS

A. Adoption of the 2023 Schedule of EDA Board meetings.

MOTION by Sweet **SUPPORTED** by Zalud to approve the Adoption of the 2023 Schedule of EDA Board meetings. **MOTION CARRIED 7 – 0.**

DIRECTOR COMMENTS - None

BOARD COMMENTS

- Figg commented on the improvements with the sidewalks along Remus Rd and Lincoln Rd.
- Figg commented he would like updates on the Lincoln Rd / Broomfield Rd intersection project.
- Kequom looking for updates on the Yats house project and lift station.
- Mielke looking for information on the Asbestos removal at 2120 Yats.

Next regular EDA meeting to be held on Tuesday, October 18, 2022, at 4:30pm
Meeting adjourned at 4:58pm.

APPROVED BY

Chair Kequom

(Recorded by Amy Peak)

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CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
CHECK DATE FROM 09/21/2022 - 10/18/2022

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Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 248 EDDA CHECKING						
10/18/2022	248	4307	00072	BLOCK ELECTRIC	INSTALL FALL GATEWAY BANNERS	120.00
					REPLACE ACCIDENT DAMAGED LIGHTPOLE-FINAL	9,320.00
						9,440.00
10/18/2022	248	4308	01741	GOENNER LAWCARE LLC	MOWING ON PICKARD-SEPT 2022	2,900.00
10/18/2022	248	4309	00337	ISABELLA COUNTY TREASURER	TAX TRIBUNAL REFUND-JACK LOEKS THEATRES	9,873.09
10/18/2022	248	4310	00649	THIELEN TURF IRRIGATION, INC.	IRRIGATION WINTERIZING & SERVICE-NW TAP	480.00
					IRRIGATION & WINTERIZING-M20 OVERPASS	160.00
					IRRIGATION SYSTEM WINTERIZING-SW TAP	1,200.00
						1,840.00
10/18/2022	248	4311	00673	UNION TOWNSHIP GENERAL FUND	SEWER BILL-2120 YATS DR-6 QUARTERS	707.34

248 TOTALS:

Total of 5 Disbursements:

24,760.43

PERIOD ENDING 09/30/2022

GL NUMBER	DESCRIPTION	YTD BALANCE	2022		YTD BALANCE	% BDGT
		09/30/2021	ORIGINAL	2022	09/30/2022	
		NORMAL (ABNORMAL)	BUDGET	AMENDED BUDGET	NORMAL (ABNORMAL)	USED
Fund 248 - EAST DDA FUND						
Revenues						
Dept 000 - NONE						
248-000-402.000	CURRENT PROPERTY TAX	466,608.87	468,000.00	506,000.00	506,459.10	100.09
248-000-402.001	PROPERTY TAX REFUNDS-BOR MTT	(504.39)	(4,000.00)	(4,000.00)	(9,873.09)	246.83
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	3,609.94	4,800.00	4,800.00	1,786.81	37.23
248-000-671.000	OTHER REVENUE	0.00	100.00	15,000.00	14,820.00	98.80
Total Dept 000 - NONE		469,714.42	525,450.00	578,350.00	513,192.82	88.73
TOTAL REVENUES		469,714.42	525,450.00	578,350.00	513,192.82	88.73
Expenditures						
Dept 000 - NONE						
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	21,705.46	15,270.00	15,270.00	7,474.50	48.95
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	5,600.00	50.91
248-000-801.004	LAWN CARE	21,687.00	23,000.00	23,000.00	21,054.00	91.54
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	13,196.92	35,000.00	35,000.00	27,358.73	78.17
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	12,235.00	21,000.00	21,000.00	11,503.00	54.78
248-000-801.015	STREET LIGHT BANNERS/CHRISTMAS	17,070.00	21,960.00	21,960.00	8,837.00	40.24
248-000-826.000	LEGAL FEES	0.00	2,000.00	2,000.00	0.00	0.00
248-000-880.000	COMMUNITY PROMOTION	5,000.00	10,000.00	10,500.00	5,500.00	52.38
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	11.97	4.79
248-000-915.000	MEMBERSHIP & DUES	405.00	500.00	500.00	315.00	63.00
248-000-917.000	WATER & SEWER CHARGES	13,595.90	17,000.00	17,000.00	8,880.83	52.24
248-000-920.000	ELECTRIC/NATURAL GAS	8,621.79	14,000.00	14,000.00	7,193.25	51.38
248-000-935.000	PROPERTY/LIABILITY INSURANCE	1,391.61	1,800.00	1,800.00	1,528.22	84.90
248-000-940.000	LEASE/RENT	600.00	700.00	1,175.00	1,135.00	96.60
248-000-955.000	MISC.	0.00	100.00	100.00	0.00	0.00
Total Dept 000 - NONE		121,408.68	218,580.00	219,555.00	106,391.50	48.46
Dept 336 - FIRE DEPARTMENT						
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	81,150.00	81,200.00	81,200.00	78,174.73	96.27
Total Dept 336 - FIRE DEPARTMENT		81,150.00	81,200.00	81,200.00	78,174.73	96.27
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	19,714.91	10,000.00	10,000.00	10,060.00	100.60
248-728-971.000	CAPITAL OUTLAY-LAND	197,697.09	0.00	48,000.00	2,125.92	4.43
248-728-974.000	LAND IMPRVMENTS-GENERAL	168.70	90,000.00	90,000.00	15,858.82	17.62
248-728-974.202	LAND IMPRVMENTS-2120 YATS DR	0.00	0.00	0.00	707.34	100.00
Total Dept 728 - ECONOMIC DEVELOPMENT		217,580.60	960,000.00	1,008,000.00	28,752.08	2.85

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REVENUE AND EXPENDITURE REPORT FOR CHARTER TOWNSHIP OF UNION

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PERIOD ENDING 09/30/2022

GL NUMBER	DESCRIPTION	YTD BALANCE 09/30/2021		2022 ORIGINAL BUDGET		2022 AMENDED BUDGET	YTD BALANCE 09/30/2022		% BDGT USED		
		NORMAL	(ABNORMAL)				NORMAL	(ABNORMAL)			
Fund 248 - EAST DDA FUND											
Expenditures											
TOTAL EXPENDITURES		420,139.38		1,259,780.00		1,308,755.00	213,318.31		16.30		
Fund 248 - EAST DDA FUND:											
TOTAL REVENUES		469,714.42		525,450.00		578,350.00	513,192.82		88.73		
TOTAL EXPENDITURES		420,139.38		1,259,780.00		1,308,755.00	213,318.31		16.30		
NET OF REVENUES & EXPENDITURES		49,575.04		(734,330.00)		(730,405.00)	299,874.51		41.06		

PERIOD ENDING 09/30/2022

GL NUMBER	DESCRIPTION	YTD BALANCE 09/30/2021		2022 ORIGINAL BUDGET		2022 AMENDED BUDGET		YTD BALANCE 09/30/2022		% BDGT USED
		NORMAL	(ABNORMAL)					NORMAL	(ABNORMAL)	
Fund 250 - WEST DDA FUND										
Revenues										
Dept 000 - NONE										
250-000-402.000	CURRENT PROPERTY TAX	341,992.49		359,000.00		397,000.00		397,780.60		100.20
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	20.93		20.00		20.00		0.00		0.00
250-000-445.000	INTEREST ON TAXES	2.89		200.00		200.00		0.00		0.00
250-000-665.000	INTEREST EARNED	3,646.26		4,400.00		4,400.00		4,015.49		91.26
Total Dept 000 - NONE		345,662.57		359,620.00		397,620.00		401,796.09		101.05
TOTAL REVENUES		345,662.57		359,620.00		397,620.00		401,796.09		101.05
Expenditures										
Dept 000 - NONE										
250-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	14,723.96		8,270.00		8,270.00		3,167.50		38.30
250-000-826.000	LEGAL FEES	975.00		0.00		0.00		0.00		0.00
250-000-880.000	COMMUNITY PROMOTION	5,000.00		5,000.00		5,500.00		5,500.00		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	405.00		400.00		400.00		315.00		78.75
250-000-967.400	STREET/ROAD PROJECTS	0.00		330,000.00		450,600.00		0.00		0.00
Total Dept 000 - NONE		21,103.96		383,670.00		504,770.00		8,982.50		1.78
Dept 336 - FIRE DEPARTMENT										
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	59,515.99		59,000.00		59,000.00		63,255.49		107.21
Total Dept 336 - FIRE DEPARTMENT		59,515.99		59,000.00		59,000.00		63,255.49		107.21
Dept 728 - ECONOMIC DEVELOPMENT										
250-728-940.000	LEASE/RENT	0.00		0.00		475.00		475.00		100.00
250-728-967.500	SIDEWALK/PATHWAY PROJECTS	12,840.00		320,000.00		584,000.00		434,307.11		74.37
Total Dept 728 - ECONOMIC DEVELOPMENT		12,840.00		320,000.00		584,475.00		434,782.11		74.39
TOTAL EXPENDITURES		93,459.95		762,670.00		1,148,245.00		507,020.10		44.16
Fund 250 - WEST DDA FUND:										
TOTAL REVENUES		345,662.57		359,620.00		397,620.00		401,796.09		101.05
TOTAL EXPENDITURES		93,459.95		762,670.00		1,148,245.00		507,020.10		44.16
NET OF REVENUES & EXPENDITURES		252,202.62		(403,050.00)		(750,625.00)		(105,224.01)		14.02

Fund 248 EAST DDA FUND

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	32,467.69
248-000-002.000	SAVINGS	803,547.37
248-000-003.001	CERTIFICATE OF DEPOSIT	1,034,589.36
248-000-128.000	ASSETS HELD FOR SALE	5,106.31
Total Assets		1,875,710.73
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	24,760.43
248-000-214.101	DUE TO GENERAL FUND	169.47
Total Liabilities		24,929.90
*** Fund Balance ***		
248-000-370.379	RESTRICTED FUND BALANCE	1,550,906.32
Total Fund Balance		1,550,906.32
Beginning Fund Balance		1,550,906.32
Net of Revenues VS Expenditures		299,874.51
Ending Fund Balance		1,850,780.83
Total Liabilities And Fund Balance		1,875,710.73

Fund 250 WEST DDA FUND

GL Number	Description	Balance
*** Assets ***		
250-000-001.000	CASH	18,668.36
250-000-002.000	SAVINGS	420,509.98
250-000-002.001	SHARES	53.70
250-000-003.001	CERTIFICATE OF DEPOSIT	952,002.84
Total Assets		1,391,234.88
*** Liabilities ***		
250-000-211.000	CONTRACTS PAYABLE - RETAINAGE	21,715.36
250-000-214.101	DUE TO GENERAL FUND	245.73
Total Liabilities		21,961.09
*** Fund Balance ***		
250-000-370.379	RESTRICTED FUND BALANCE	1,474,497.80
Total Fund Balance		1,474,497.80
Beginning Fund Balance		1,474,497.80
Net of Revenues VS Expenditures		(105,224.01)
Ending Fund Balance		1,369,273.79
Total Liabilities And Fund Balance		1,391,234.88

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	Squattrito	2/15/2023
3-Vice Chair	Ryan	Buckley	2/15/2025
4-Secretary	Doug	LaBelle II	2/15/2025
5 - Vice Secretary	Tera	Albrecht	2/15/2024
6	Stan	Shingles	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	2/15/2025
2 - Chair	Andy	Theisen	12/31/2022
3 - Vice Chair	Liz	Presnell	12/31/2022
4 -	Breanne	Moeggenberg	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	6/22/2026
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	Stan	Shingles	2/15/2024
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	12/31/2022
1-Member at Large	Mark	Stansberry	2/14/2025
2- Member at Large	Michael	Huenemann	2/14/2025

REQUEST FOR EDA BOARD ACTION

To: Economic Development Authority Board	DATE: October 12, 2022
FROM: Sherrie Teall, Finance Director and Rodney C. Nanney, AICP Community and Economic Development Director	DATE FOR CONSIDERATION: 10/18/2022
ACTION REQUESTED: To adopt Amendment No. 2 for the FY2022 East DDA District Fund budget with a net decrease in revenues of \$5,900 and a net decrease in expenditures of \$786,825; and to adopt Amendment No. 2 for the FY2022 West DDA District Fund budget with a net decrease in expenditures of \$35,745; and to recommend these budget amendments to the Board of Trustees for final approval.	

Current Action X Emergency
Funds Budgeted: If Yes Account # No X N/A
Finance Approval

BACKGROUND INFORMATION

It is recommended that the Fiscal Year 2022 budgets for the East and the West Downtown Development Authority (DDA) Districts be amended by the Economic Development Authority Board. Detailed changes to the respective accounts are attached. A brief description of the significant amendments follows:

East DDA District Fund Budget Amendments

- Revenue:
 - Decreased budget \$5,900 for Property Tax Refunds associated with Board of Review items.
- Expenditures:
 - Decreased budget \$4,000 for Maintenance to Benches/Trash Receptacles-will not be done in 2022
 - Decreased budget \$40,000 due to lack of Community Improvement Grant applications in 2022
 - Decreased budget \$3,025 Public Safety – Fire Protection, due to lower than anticipated costs for the East DDA District
 - Decreased the Sewer System Projects budget \$275,000 – Engineering for South Summerton Rd Water/Sewer Extension (updated request for FY2023)
 - Decreased Streets and Roads budget \$250,000 – Packard Rd Paving/Drainage Improvements (updated request for FY2023)
 - Decreased Sidewalk/Pathways Projects \$175,000 – New Sidewalk along Bud Street from Pickard to Jameson Hall Project (updated request for FY2023)

- Decreased and Improvements – General \$40,000 Demo and Replacement of the Enterprise Park Sign at 5800 E Pickard Rd with an Electronic Message Board (moved to FY2023)
- Increased budget for Parks Projects \$200 – due to lawncare on Jonathon Lane lot

In the East DDA Fund, the total net revenue adjustment is a decrease of \$5,900, and the total net expenditure adjustment is a decrease of \$786,825. The summary budget amendment for the East DDA Fund is:

Revenues:		(\$5,900)
Expenditures:	000-General Operating	(\$44,000)
	336-Fire Department	(\$3,025)
	728-Economic Development	<u>(\$739,800)</u>
	Total Net Change	(\$780,925)

The resulting net impact of the budget amendment is to increase projected year-end fund balance by \$780,925 as compared to the current amended budget.

West DDA District Fund Budget Amendments

- Expenditures:
 - Decreased budget \$40,000 due to lack of Community Improvement Grant applications in 2022
 - Increased budget \$4,255 Public Safety – Fire Protection, due to higher than anticipated costs for the West DDA District

In the East DDA Fund, the total net expenditure adjustment is a decrease of \$35,745 in the West DDA Fund. The summary budget amendment for the West DDA Fund is:

Revenues:		\$ -0-
Expenditures	000-General Operating	(\$40,000)
	336-Fire Department	<u>\$4,255</u>
	Total Net Change	(\$35,745)

The resulting net impact of the budget amendment is to increase projected year-end fund balance by \$35,745 as compared to the current amended budget.

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

Budget amendments are required under the Uniform Budgeting and Accounting Act when it is known or anticipated that revenue or expenditures are likely to differ from the adopted

budget. Sound financial management practices also dictate that the budget be amended in order to help the EDA Board and Township staff better understand the current state of the East and the West DDA District Fund finances so that any necessary adjustments in operations can be considered.

GOALS ADDRESSED

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

1. Community well-being and common good
2. Prosperity through economic diversity, cultural diversity, and social diversity
3. Safety
4. Health
6. Commerce

COSTS

Not applicable

PROJECT TIMETABLE

Budgets for the DDA District Funds are subject both to EDA Board approval and to final action by the Board of Trustees. Subject to EDA Board approval and a recommendation to the Board of Trustees, it is anticipated that these amendments would be included on a November regular Board of Trustees agenda for final action. Respective budgets will be updated in the accounting system as soon as practical following approval by the EDA and the Board of Trustees.

RESOLUTION

To adopt Amendment No. 2 for the FY2022 East DDA District Fund budget with a net decrease in revenues of \$5,900 and a net decrease in expenditures of \$786,825; and to adopt Amendment No. 2 for the FY2022 West DDA District Fund budget with a net decrease in expenditures of \$35,745; and to recommend these budget amendments to the Board of Trustees for final approval.

Resolved by _____ Seconded by _____

Yes:

No:

Absent:

Thomas Kequom, EDA Board Chair

Charter Township of Union
248 - East DDA Fund
2022 Budget Amendment #2

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2021	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	YTD BALANCE 9/28/2022	2022 PROPOSED AMENDED BUDGET	2022 PROPOSED BUDGET AMENDMENT
Revenues							
248-000-402.000	CURRENT PROPERTY TAX	447,562.57	468,000.00	506,000.00	506,459.10	506,000.00	0.00
248-000-402.001	PROPERTY TAX REFUNDS-BOR MTT	(504.39)	(4,000.00)	(4,000.00)	0.00	(9,900.00)	(5,900.00)
	*Decreased Budget for Michigan Tax Tribunal Refund						
248-000-402.100	PRIOR YEARS PROPERTY TAXES	0.00	(250.00)	(250.00)	0.00	(250.00)	0.00
248-000-420.000	DELQ PERSONAL PROPERTY CAPT	76.47	300.00	300.00	0.00	300.00	0.00
248-000-445.000	INTEREST ON TAXES	7.16	500.00	500.00	0.00	500.00	0.00
248-000-573.000	STATE AID REVENUE-LCSA	56,127.27	56,000.00	56,000.00	0.00	56,000.00	0.00
248-000-665.000	INTEREST EARNED	4,340.17	4,800.00	4,800.00	1,786.81	4,800.00	0.00
248-000-671.000	OTHER REVENUE	0.00	100.00	15,000.00	14,820.00	15,000.00	0.00
TOTAL REVENUES		507,609.25	525,450.00	578,350.00	523,065.91	572,450.00	(5,900.00)
Expenditures							
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	24,224.69	15,270.00	15,270.00	7,474.50	15,270.00	0.00
248-000-801.001	MAINT- BENCHES/TRASH RECEPTACLES	0.00	5,000.00	5,000.00	0.00	1,000.00	(4,000.00)
	*Decreased Budget for Maintenance not needed this year						
248-000-801.003	SIDEWALK SNOWPLOWING	5,900.00	11,000.00	11,000.00	5,600.00	11,000.00	0.00
248-000-801.004	LAWN CARE	28,557.00	23,000.00	23,000.00	18,154.00	23,000.00	0.00
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	13,196.92	35,000.00	35,000.00	16,198.73	35,000.00	0.00
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	14,634.70	21,000.00	21,000.00	11,503.00	21,000.00	0.00
248-000-801.015	STREET LIGHT BANNERS/CHRISTMAS	18,695.00	21,960.00	21,960.00	8,717.00	21,960.00	0.00
248-000-826.000	LEGAL FEES	713.00	2,000.00	2,000.00	0.00	2,000.00	0.00
248-000-851.000	MAIL/POSTAGE	469.58	0.00	0.00	0.00	0.00	0.00
248-000-880.000	COMMUNITY PROMOTION	5,000.00	10,000.00	10,500.00	5,500.00	10,500.00	0.00
248-000-883.000	COMMUNITY IMPROVEMENT GRANTS	0.00	40,000.00	40,000.00	0.00	0.00	(40,000.00)
	*No Community Improvement Grant Applications received in 2022						
248-000-900.000	PRINTING & PUBLISHING	554.30	250.00	250.00	11.97	250.00	0.00
248-000-915.000	MEMBERSHIP & DUES	405.00	500.00	500.00	315.00	500.00	0.00
248-000-917.000	WATER & SEWER CHARGES	13,595.90	17,000.00	17,000.00	8,880.83	17,000.00	0.00
248-000-920.000	ELECTRIC/NATURAL GAS	12,628.91	14,000.00	14,000.00	7,193.25	14,000.00	0.00
248-000-935.000	PROPERTY/LIABILITY INSURANCE	1,697.25	1,800.00	1,800.00	1,528.22	1,800.00	0.00
248-000-940.000	LEASE/RENT	600.00	700.00	1,175.00	1,135.00	1,175.00	0.00
248-000-955.000	MISC.	0.00	100.00	100.00	0.00	100.00	0.00
Total Dept 000 - GENERAL OPERATING		140,872.25	218,580.00	219,555.00	92,211.50	175,555.00	(44,000.00)
Dept 336 - FIRE DEPARTMENT							
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	81,150.00	81,200.00	81,200.00	78,174.73	78,175.00	(3,025.00)
	*Fire Protection Costs are Lower than expected for 2022						
Total Dept 336 - FIRE DEPARTMENT		81,150.00	81,200.00	81,200.00	78,174.73	78,175.00	(3,025.00)
Dept 728 - ECONOMIC DEVELOPMENT							
248-728-967.300	SEWER SYSTEM PROJECTS	0.00	435,000.00	435,000.00	0.00	160,000.00	(275,000.00)
	*Engineering for South Summerton Rd. Water/Sewer Extension (moved from fiscal year 2022 to 2023)						
248-728-967.400	STREET/ROAD PROJECTS	0.00	250,000.00	250,000.00	0.00	0.00	(250,000.00)
	*Packard Rd Paving/Drainage Improvements (moved from fiscal year 2022 to 2023)						
248-728-967.500	SIDEWALK/PATHWAY PROJECTS	0.00	175,000.00	175,000.00	0.00	0.00	(175,000.00)
	*New Sidewalk along Bud Street from Pickard to Jameson Hall Project (moved from fiscal year 2022 to 2023)						
	*New Sidewalk along the East Side of Isabella Rd. from Kay St. to E. Broadway Rd (moved from fiscal year 2022 to 2023)						
248-728-967.600	PARKS PROJECTS	211,000.00	10,000.00	10,000.00	10,060.00	10,200.00	200.00
	*Increased Budget for lawn care on Jonathon Lane						
248-728-971.000	CAPITAL OUTLAY-LAND	197,705.13	0.00	48,000.00	2,125.92	48,000.00	0.00
248-728-974.000	LAND IMPRVMENTS-GENERAL	7,041.50	90,000.00	90,000.00	15,858.82	50,000.00	(40,000.00)
	*Demo and Replacement of the Enterprise Park Sign at 5800 E. Pickard Rd. with an Electronic Message Board (Moved from fiscal year 2022 to 2023)						
Total Dept 728 - ECONOMIC DEVELOPMENT		415,746.63	960,000.00	1,008,000.00	28,044.74	268,200.00	(739,800.00)
TOTAL EXPENDITURES		637,768.88	1,259,780.00	1,308,755.00	198,430.97	521,930.00	(786,825.00)
TOTAL REVENUES		507,609.25	525,450.00	578,350.00	523,065.91	572,450.00	(5,900.00)
TOTAL EXPENDITURES		637,768.88	1,259,780.00	1,308,755.00	198,430.97	521,930.00	(786,825.00)
NET OF REVENUES & EXPENDITURES		(130,159.63)	(734,330.00)	(730,405.00)	324,634.94	50,520.00	780,925.00
BEGINNING FUND BALANCE		1,681,067	1,550,907	1,550,907	1,550,907	1,550,907	
ENDING FUND BALANCE		1,550,907	816,577	820,502	1,875,542	1,601,427	

Charter Township of Union
250 - West DDA Fund
2022 Budget Amendment #2

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2021	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	YTD BALANCE 9/28/2022	2022 PROPOSED AMENDED BUDGET	2022 PROPOSED BUDGET AMENDMENT
Revenues							
250-000-402.000	CURRENT PROPERTY TAX	341,992.49	359,000.00	397,000.00	397,780.60	397,000.00	0.00
250-000-402.001	PROPERTY TAX REFUNDS-BOR MTT	0.00	(4,000.00)	(4,000.00)	0.00	(4,000.00)	0.00
250-000-420.000	DELQ PERSONAL PROPERTY CAPT	20.93	20.00	20.00	0.00	20.00	0.00
250-000-445.000	INTEREST ON TAXES	2.89	200.00	200.00	0.00	200.00	0.00
250-000-573.000	STATE AID REVENUE-LCSA	37.50	0.00	0.00	0.00	0.00	0.00
250-000-665.000	INTEREST EARNED	4,881.92	4,400.00	4,400.00	4,015.49	4,400.00	0.00
TOTAL REVENUES		346,935.73	359,620.00	397,620.00	401,796.09	397,620.00	0.00
Expenditures							
250-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	15,604.69	8,270.00	8,270.00	3,167.50	8,270.00	0.00
250-000-826.000	LEGAL FEES	975.00	0.00	0.00	0.00	0.00	0.00
250-000-880.000	COMMUNITY PROMOTION	5,000.00	5,000.00	5,500.00	5,500.00	5,500.00	0.00
250-000-883.000	COMMUNITY IMPROVEMENT GRANTS	0.00	40,000.00	40,000.00	0.00	0.00	(40,000.00)
	*No Community Improvement Grant Applications received in 2022						
250-000-900.000	PRINTING & PUBLISHING	554.30	0.00	0.00	0.00	0.00	0.00
250-000-915.000	MEMBERSHIP & DUES	405.00	400.00	400.00	315.00	400.00	0.00
250-000-967.400	STREET/ROAD PROJECTS	0.00	330,000.00	450,600.00	0.00	450,600.00	0.00
Total Dept 000 - GENERAL OPERATING		22,538.99	383,670.00	504,770.00	8,982.50	464,770.00	(40,000.00)
Dept 336 - FIRE DEPARTMENT							
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	59,515.99	59,000.00	59,000.00	63,255.49	63,255.00	4,255.00
	*Fire Protection Costs are higher than expected for 2022						
Total Dept 336 - FIRE DEPARTMENT		59,515.99	59,000.00	59,000.00	63,255.49	63,255.00	4,255.00
Dept 728 - ECONOMIC DEVELOPMENT							
250-728-940.000	LEASE/RENT	0.00	0.00	475.00	475.00	475.00	0.00
250-728-967.500	SIDEWALK/PATHWAY PROJECTS	12,840.00	320,000.00	584,000.00	434,307.11	584,000.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		12,840.00	320,000.00	584,475.00	434,782.11	584,475.00	0.00
TOTAL EXPENDITURES		94,894.98	762,670.00	1,148,245.00	507,020.10	1,112,500.00	(35,745.00)
TOTAL REVENUES		346,935.73	359,620.00	397,620.00	401,796.09	397,620.00	0.00
TOTAL EXPENDITURES		94,894.98	762,670.00	1,148,245.00	507,020.10	1,112,500.00	(35,745.00)
NET OF REVENUES & EXPENDITURES		252,040.75	(403,050.00)	(750,625.00)	(105,224.01)	(714,880.00)	35,745.00
BEGINNING FUND BALANCE		1,222,457.00	1,474,497.75	1,474,497.75	1,474,497.75	1,474,497.75	
ENDING FUND BALANCE		1,474,497.75	1,071,447.75	723,872.75	1,369,273.74	759,617.75	

To: Economic Development Authority Board	DATE: October 5, 2022
FROM: Sherrie Teall, Finance Director and Rodney C. Nanney, AICP Community and Economic Development Director	DATE FOR CONSIDERATION: 10/18/2022
ACTION REQUESTED: To adopt the FY2023 East DDA District Fund budget and the FY2023 West DDA District Fund budget as presented, and to recommend these budgets to the Board of Trustees for final approval.	

Current Action X Emergency
 Funds Budgeted: If Yes Account # No X N/A
 Finance Approval

BACKGROUND INFORMATION

It is recommended that Fiscal Year 2023 budgets for the East and the West Downtown Development Authority (DDA) Districts be adopted by the Economic Development Authority Board. As a supplement to the attached budget details, a brief description of the significant items for each fund follows:

Items Included in Both DDA District Fund Budgets for 2023

The following are key elements included in the 2023 budgets for both DDA District Funds:

- Funding of \$40,000 has been carried over from 2022 to 2023 to fund grant programs to assist local businesses with beautification and pedestrian access improvements.
- Annual contributions to the operation and maintenance of the Mt. Pleasant Airport's Crew Car courtesy vehicle used by flight crews on layover to access District businesses, and to the work of the Middle Michigan Development Corporation and the Mt. Pleasant Area Convention and Visitors Bureau on behalf of the DDA Districts' businesses.
- A total of \$3,250 in funding is proposed in each DDA District for a project to improve communication with the businesses in both DDA districts.

East DDA District Fund Budget Items for 2023

The following is a summary of key elements of the proposed 2023 East DDA District Fund budget:

- Funding of \$20,00 has been carried over from 2022 to 2023 for the Installation of a new gateway entrance sign in partnership with Mid Michigan College and Consumers Energy on the SW corner E. Pickard Rd. (M-20) and S. Summerton Rd.
- Funding of \$200,000 for engineering work needed to facilitate water system looping and a potential sewer system extension project to support land zoned or planned for industrial uses on the S Summerton Rd. frontage of the Enterprise Industrial Park.
- \$80,000 is recommended to be budgeted for Public Safety – Fire Protection.

- \$400,000 is proposed for proposed road paving and drainage improvements along Packard St. north of Corporate Dr. to E. Airport Rd. and along Corporate Dr. approximately 700 feet east from Packard St. The project is carried over from 2022 to 2023 and would be done in partnership with the county Road Commission to establish paved all-season public roads that support more productive industrial development of the land in this area.
- \$340,000 is budgeted for sidewalk projects that include one side of Bud St. from E. Pickard Rd. (M-20) north to Jameson Park and along the east side of S. Isabella Rd. from E. Kay St. south to E. Broadway Rd. These projects have been carried over from 2022 to 2023.
- Funding of \$80,000 is planned for potential repairs and reconstruction of the underground irrigation system along margin of the E. Pickard Rd. (M-20) following completion of the planned 2023 MDOT road re-construction project.
- Funding of \$40,000 has been carried over from 2022 to 2023 for demolition and replacement of the dilapidated Enterprise Industrial Park freestanding sign at 5800 E. Pickard Rd., which may include use of an electronic message board sign element to expand opportunities for promotion of industrial park businesses.
- \$75,000 is being recommended for additional park development on the 5243 Jonathon Lane lot to supplement the currently authorized (General Fund) project to construct a six-foot wide concrete sidewalk connector across the lot along with decorative perimeter fencing along the E. Kay St. and Jonathan Lane frontages.
- \$25,000 is budgeted for construction of a six-foot wide concrete sidewalk connector with perimeter fencing across the unbuilt road right-of-way owned by the Township on Honey Bear Lane to improve pedestrian and bicycle connectivity in this area.
- Programs such as lawn mowing, irrigation, landscape maintenance, holiday lighting, banners, and sidewalk snowplowing are funded.

The resulting FY2023 projected year-end fund balance for the East DDA District Fund is anticipated to be \$715,501.

West DDA District Fund Budget for 2023

The following is a summary of key elements of the proposed 2023 West DDA District Fund budget:

- Funding of \$40,000 has been budgeted for development of a plan and project priorities for additional streetscape improvements along E. Remus Rd. (M-20).
- \$8,000 is recommended to be budgeted for sidewalk snowplowing along portions of E. Remus Rd. and S. Lincoln Rd. in the West DDA District.
- \$64,000 is recommended to be budgeted for Public Safety – Fire Protection.

The resulting FY2023 projected year-end fund balance for the west DDA District Fund is anticipated to be \$1,009,243.

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

Budget adoption is required under the Uniform Budgeting and Accounting Act. Consistent with the requirements Public Act 57 of 2018 (Recodification Tax Increment Financing Act) and sound financial management practices, annual budget approvals for the DDA District Funds are required from both the EDA Board and the Board of Trustees.

GOALS ADDRESSED

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

1. Community well-being and common good
2. Prosperity through economic diversity, cultural diversity, and social diversity
3. Safety
4. Health
6. Commerce

COSTS

Not applicable

PROJECT TIMETABLE

The fiscal year begins January 1, 2023. Budget adoption is required prior to that date in order to expend resources throughout the fiscal year. Budgets for the East and the West DDA District Funds are subject both to EDA Board approval and to final action by the Board of Trustees. Subject to EDA Board approval and a recommendation to the Board of Trustees, it is anticipated that these FY2023 budgets would be included on the December 14, 2022, regular Board of Trustees agenda for final action. Respective budgets will be updated in the accounting system as soon as practical following approval by the EDA and the Board of Trustees.

RESOLUTION

To adopt the FY2023 East DDA District Fund budget and the FY2023 West DDA District Fund budget as presented, and to recommend these budgets to the Board of Trustees for final approval.

Resolved by _____ Seconded by _____

Yes:

No:

Absent:

Thomas Kequom, EDA Board Chair

Calculations as of 12/31/2022

GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 AMENDED BUDGET	2022 ACTIVITY THRU 12/31/22	2022 PROJECTED ACTIVITY	2023 RECOMMENDED BUDGET
ESTIMATED REVENUES						
Dept 000 - NONE						
248-000-402.000	CURRENT PROPERTY TAX	447,563	506,000	506,459	506,000	515,000
248-000-402.001	PROPERTY TAX REFUNDS-BOR MTT	(504)	(4,000)	(9,873)	(9,900)	(4,000)
248-000-402.100	PRIOR YEARS PROPERTY TAXES		(250)		(250)	(250)
248-000-420.000	DELQ PERSONAL PROPERTY CAPT	76	300		300	300
248-000-445.000	INTEREST ON TAXES	7	500		500	500
248-000-573.000	STATE AID REVENUE-LCSA	56,127	56,000		56,000	60,000
248-000-665.000	INTEREST EARNED	4,340	4,800	1,787	4,800	8,600
248-000-671.000	OTHER REVENUE		15,000	14,820	15,000	1,000
Totals for dept 000 - NONE		507,609	578,350	513,193	572,450	581,150
TOTAL ESTIMATED REVENUES		507,609	578,350	513,193	572,450	581,150

Calculations as of 12/31/2022

GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 AMENDED BUDGET	2022 ACTIVITY THRU 12/31/22	2022 PROJECTED ACTIVITY	2023 RECOMMENDED BUDGET
APPROPRIATIONS						
Dept 000 - NONE						
248-000-702.000	SALARIES & WAGES					
248-000-708.000	UNEMPLOYMENT					
248-000-709.000	EMPLR FICA CONTR					
248-000-711.000	EMPLR MEDICARE CONTR					
248-000-716.000	EMPLR RETIREMENT CONTR					
248-000-718.000	HEALTH & DENTAL BENEFIT					
248-000-724.000	WORKER'S COMP					
248-000-752.000	OFFICE SUPPLIES					
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICE	24,225	15,270	7,475	15,270	12,300
	FOOTNOTE AMOUNTS:					7,000
	M M I FOR GROUNDS MAINTENANCE ALONG PICKARD					
	FOOTNOTE AMOUNTS:					400
	MID MICHIGAN CABLE CONSORTIUM FOR RECORDING MEETINGS					
	FOOTNOTE AMOUNTS:					2,500
	MMDC ANNUAL CLIENT FEE					
	FOOTNOTE AMOUNTS:					400
	AUDIT PRESENTATION					
	FOOTNOTE AMOUNTS:					2,000
	CIB PLANNING - CONSULTATIONS FOR IMPLEMENTATION OF EDDA DEVELOPMENT PLAN					
	GL # FOOTNOTE TOTAL:					12,300
248-000-801.001	MAINT- BENCHES/TRASH RECEPTACLES		5,000		1,000	5,000
	FOOTNOTE AMOUNTS:					5,000
	MAINTENANCE TO PARK BENCHES, PLANTERS, TRASH RECEPTACLES AS NEEDED					
248-000-801.003	SIDEWALK SNOWPLOWING	5,900	11,000	5,600	11,000	11,000
248-000-801.004	LAWN CARE	28,557	23,000	21,054	23,000	28,500
	FOOTNOTE AMOUNTS:					26,000
	LAWNCARE - E. PICKARD RD. RIGHT-OF-WAY					
	FOOTNOTE AMOUNTS:					2,500
	LAWNCARE - ADDITIONAL EDDA DISTRICT PROPERTIES					
	GL # FOOTNOTE TOTAL:					28,500
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	13,197	35,000	27,359	35,000	20,000
	FOOTNOTE AMOUNTS:					20,000
	IRRIGATION/LIGHTING REPAIRS TO EXISTING SYSTEMS					
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	14,635	21,000	11,503	21,000	21,000
248-000-801.015	STREET LIGHT BANNERS/CHRISTMAS	18,695	21,960	8,837	21,960	20,000
	FOOTNOTE AMOUNTS:					10,800
	CHRISTMAS DECORATIONS ON PICKARD ST					
	FOOTNOTE AMOUNTS:					9,200
	BANNERS - INSTALLATION AND TAKE-DOWN					
	GL # FOOTNOTE TOTAL:					20,000
248-000-826.000	LEGAL FEES	713	2,000		2,000	4,000
	FOOTNOTE AMOUNTS:					4,000
	ASSISTANCE WITH PROPERTY PURCHASE/TRANSFER/SALE AND AGREEMENTS AS NEEDED					
248-000-851.000	MAIL/POSTAGE	470				750
	FOOTNOTE AMOUNTS:					750
	MAIL COMMUNICATION TO EDDA BUSINESSES					
248-000-880.000	COMMUNITY PROMOTION	5,000	10,500	5,500	10,500	9,000
	FOOTNOTE AMOUNTS:					5,000
	EAST DDA CONTRIBUTION TO THE MT PLEASANT AREA CVB					
	FOOTNOTE AMOUNTS:					2,500
	PROJECT TO IMPROVE COMMUNICATION WITH DDA BUSINESS OWNERS					
	FOOTNOTE AMOUNTS:					1,000
	MISCELLANEOUS					
	FOOTNOTE AMOUNTS:		022			500
	MT. PLEASANT MUNICIPAL AIRPORT - CONTRIBUTION TO CREW CAR OPERATIONS					

Calculations as of 12/31/2022

GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 AMENDED BUDGET	2022 ACTIVITY THRU 12/31/22	2022 PROJECTED ACTIVITY	2023 RECOMMENDED BUDGET
APPROPRIATIONS						
Dept 000 - NONE						
	GL # FOOTNOTE TOTAL:					9,000
248-000-883.000	COMMUNITY IMPROVEMENT GRANTS		40,000			40,000
248-000-900.000	PRINTING & PUBLISHING	554	250	12	250	250
248-000-915.000	MEMBERSHIP & DUES	405	500	315	500	500
248-000-917.000	WATER & SEWER CHARGES	13,596	17,000	8,881	17,000	18,000
248-000-920.000	ELECTRIC/NATURAL GAS	12,629	14,000	7,193	14,000	14,000
248-000-935.000	PROPERTY/LIABILITY INSURANCE	1,697	1,800	1,528	1,800	1,800
248-000-940.000	LEASE/RENT	600	1,175	1,135	1,175	875
	FOOTNOTE AMOUNTS:					700
	STREETSCAPE EQUIPMENT STORAGE FACILITY RENTAL					
	FOOTNOTE AMOUNTS:					175
	FUNDS FOR OFF-SITE MEETING SPACE RENTAL IF NEEDED					
	GL # FOOTNOTE TOTAL:					875
248-000-955.000	MISC.		100		100	100
248-000-967.000	PROJECTS					
248-000-999.999	MONTHLY CLEARING ACCOUNT					
Totals for dept 000 - NONE		140,873	219,555	106,392	175,555	207,075
Dept 336 - FIRE DEPARTMENT						
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	81,150	81,200	78,175	78,175	80,000
Totals for dept 336 - FIRE DEPARTMENT		81,150	81,200	78,175	78,175	80,000
Dept 728 - ECONOMIC DEVELOPMENT						
248-728-967.200	WATER SYSTEM PROJECTS					100,000
	FOOTNOTE AMOUNTS:					100,000
	S SUMMERTON RD WATER SYSTEM EXTENSION - ENGINEERING					
248-728-967.300	SEWER SYSTEM PROJECTS		435,000		160,000	100,000
	FOOTNOTE AMOUNTS:					100,000
	S. SUMMERTON RD SANITARY SEWER EXTENSION - ENGINEERING					
248-728-967.400	STREET/ROAD PROJECTS		250,000			400,000
	FOOTNOTE AMOUNTS:					200,000
	PACKARD RD. PAVING/DRAINAGE IMPROVEMENTS FOR ICRC ACCEPTANCE					
	FOOTNOTE AMOUNTS:					200,000
	CORPORATE DR. E OF PACKARD RD. PAVING/DRAINAGE IMPROVEMENTS FOR ICRC ACCEPTANCE					
	GL # FOOTNOTE TOTAL:					400,000
248-728-967.500	SIDEWALK/PATHWAY PROJECTS		175,000			340,000
	FOOTNOTE AMOUNTS:					145,000
	NEW SIDEWALK ALONG EAST SIDE OF BUD ST. NORTH FROM E. PICKARD RD. TO JAMESON PARK					
	FOOTNOTE AMOUNTS:					195,000
	NEW SIDEWALK ALONG THE EAST SIDE OF S. ISABELLA RD. FROM E. KAY ST. TO E. BROADWAY RD.					
	GL # FOOTNOTE TOTAL:					340,000
248-728-967.600	PARKS PROJECTS	211,000	10,000	10,060	10,200	
248-728-971.000	CAPITAL OUTLAY-LAND	197,705	48,000	2,126	48,000	
248-728-974.000	LAND IMPRVMENTS-GENERAL	7,042	90,000	15,859	50,000	20,000
	FOOTNOTE AMOUNTS:					20,000
	INSTALLATION OF A NEW GATEWAY ENTRANCE SIGN - SW CORNER M-20 & S. SUMMERTON-CONSUMERS ENERGY PROPERTY					
248-728-974.200	LAND IMPRVMENTS-PICKARD RIGHT OF W/					80,000
	FOOTNOTE AMOUNTS:					80,000
	RECONSTRUCTION OF IRRIGATION SYSTEM ALONG PICKARD					
248-728-974.201	LAND IMPRVMENTS-5800 PICKARD/ENTERI					40,000
	FOOTNOTE AMOUNTS:					40,000
	DEMO AND REPLACE THE ENTERPRISE PARK FREESTANDING SIGN AT 5800 E. PICKARD RD. WITH AN ELECTRONIC MESSAGE BOARD					
248-728-974.202	LAND IMPRVMENTS-2120 YATS DR			707		
248-728-974.203	LAND IMPRVMENTS-JONATHON LANE					75,000

Calculations as of 12/31/2022

GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 AMENDED BUDGET	2022 ACTIVITY THRU 12/31/22	2022 PROJECTED ACTIVITY	2023 RECOMMENDED BUDGET
APPROPRIATIONS						
Dept 728 - ECONOMIC DEVELOPMENT						
	FOOTNOTE AMOUNTS:					75,000
	PARK DEVELOPMENT ON JONATHON LANE LOT					
248-728-974.205	LAND IMPRVMENTS-HONEY BEAR LN					25,000
	FOOTNOTE AMOUNTS:					25,000
	SIDEWALK CONNECTOR AND PERIMETER FENCE CONSTRUCTION ON HONEY BEAR LANE LOT					
Totals for dept 728 - ECONOMIC DEVELOPMENT		415,747	1,008,000	28,752	268,200	1,180,000
TOTAL APPROPRIATIONS		637,770	1,308,755	213,319	521,930	1,467,075
NET OF REVENUES/APPROPRIATIONS - FUND 248		(130,161)	(730,405)	299,874	50,520	(885,925)
BEGINNING FUND BALANCE		1,681,066	1,550,906	1,550,906	1,550,906	1,601,426
ENDING FUND BALANCE		1,550,905	820,501	1,850,780	1,601,426	715,501

Calculations as of 12/31/2022

GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 AMENDED BUDGET	2022 ACTIVITY THRU 12/31/22	2022 PROJECTED ACTIVITY	2023 RECOMMENDED BUDGET
ESTIMATED REVENUES						
Dept 000 - NONE						
250-000-402.000	CURRENT PROPERTY TAX	341,992	397,000	397,781	397,000	413,000
250-000-402.001	PROPERTY TAX REFUNDS-BOR MTT		(4,000)		(4,000)	(4,000)
250-000-402.100	PRIOR YEARS PROPERTY TAXES					
250-000-420.000	DELQ PERSONAL PROPERTY CAPT	21	20		20	20
250-000-445.000	INTEREST ON TAXES	3	200		200	200
250-000-573.000	STATE AID REVENUE-LCSA	38				
250-000-665.000	INTEREST EARNED	4,882	4,400	4,015	4,400	8,600
FOOTNOTE AMOUNTS:						8,600
INTEREST RATES HAVE INCREASED						
250-000-671.000	OTHER REVENUE					
250-000-699.100	FUND BALANCE / CARRY OVER					
Totals for dept 000 - NONE		346,936	397,620	401,796	397,620	417,820
TOTAL ESTIMATED REVENUES		346,936	397,620	401,796	397,620	417,820

Calculations as of 12/31/2022

GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 AMENDED BUDGET	2022 ACTIVITY THRU 12/31/22	2022 PROJECTED ACTIVITY	2023 RECOMMENDED BUDGET
APPROPRIATIONS						
Dept 000 - NONE						
250-000-702.000	SALARIES & WAGES					
250-000-708.000	UNEMPLOYMENT					
250-000-709.000	EMPLR FICA CONTR					
250-000-711.000	EMPLR MEDICARE CONTR					
250-000-716.000	EMPLR RETIREMENT CONTR					
250-000-718.000	HEALTH & DENTAL BENEFIT					
250-000-724.000	WORKER'S COMP					
250-000-752.000	OFFICE SUPPLIES					
250-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICE	15,605	8,270	3,168	8,270	5,270
	FOOTNOTE AMOUNTS:					370
	MID MICHIGAN CABLE CONSORTIUM-RECORDING MEETINGS					2,500
	FOOTNOTE AMOUNTS:					400
	MMDC ANNUAL CLIENT FEE					2,000
	FOOTNOTE AMOUNTS:					
	AUDIT PRESENTATION					
	FOOTNOTE AMOUNTS:					
	CIB PLANNING - CONSULTATIONS FOR IMPLEMENTATION OF WDDA DEVELOPMENT PLAN					
	GL # FOOTNOTE TOTAL:					5,270
250-000-801.003	SIDEWALK SNOWPLOWING					8,000
	FOOTNOTE AMOUNTS:					6,000
	N/S SIDES OF E. REMUS RD. FROM BRADLEY ST. TO S. LINCOLN RD.					2,000
	FOOTNOTE AMOUNTS:					
	W SIDE OF S. LINCOLN RD. FROM PICKARD RD. TO SOUTH TERMINUS OF SIDEWALK					
	GL # FOOTNOTE TOTAL:					8,000
250-000-826.000	LEGAL FEES	975				1,000
250-000-851.000	MAIL/POSTAGE					750
	FOOTNOTE AMOUNTS:					750
	PLAN FOR MAIL COMMUNICATION TO WDDA BUSINESSES					
250-000-880.000	COMMUNITY PROMOTION	5,000	5,500	5,500	5,500	8,000
	FOOTNOTE AMOUNTS:					5,000
	MT. PLEASANT AREA CVB - CONTRIBUTION FOR PROMOTION OF DISTRICT					500
	FOOTNOTE AMOUNTS:					
	MT. PLEASANT MUNICIPAL AIRPORT - CONTRIBUTION TO CREW CAR OPERATIONS					2,500
	FOOTNOTE AMOUNTS:					
	PROJECT TO IMPROVE COMMUNICATION WITH DDA BUSINESS OWNERS					
	GL # FOOTNOTE TOTAL:					8,000
250-000-883.000	COMMUNITY IMPROVEMENT GRANTS		40,000			40,000
250-000-900.000	PRINTING & PUBLISHING	554				500
250-000-915.000	MEMBERSHIP & DUES	405	400	315	400	400
250-000-955.000	MISC.					100
250-000-967.000	PROJECTS					40,000
	FOOTNOTE AMOUNTS:					40,000
	DEVELOP A PLAN FOR ADDITIONAL STREETScape IMPROVEMENTS ALONG E. REMUS RD (M-20)					
250-000-967.400	STREET/ROAD PROJECTS		450,600		450,600	
Totals for dept 000 - NONE		22,539	504,770	8,983	464,770	104,020
Dept 336 - FIRE DEPARTMENT						
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	59,516	59,000	63,255	63,255	64,000
Totals for dept 336 - FIRE DEPARTMENT		59,516	59,000	63,255	63,255	64,000
Dept 728 - ECONOMIC DEVELOPMENT						
250-728-940.000	LEASE/RENT		475	475	475	175
	FOOTNOTE AMOUNTS:					175
	FUNDS FOR OFF-SITE MEETING SPACE RENTAL IF NEEDED		026			

Calculations as of 12/31/2022

GL NUMBER	DESCRIPTION	2021 ACTIVITY	2022 AMENDED BUDGET	2022 ACTIVITY THRU 12/31/22	2022 PROJECTED ACTIVITY	2023 RECOMMENDED BUDGET
APPROPRIATIONS						
Dept 728 - ECONOMIC DEVELOPMENT						
250-728-967.200	WATER SYSTEM PROJECTS					
250-728-967.300	SEWER SYSTEM PROJECTS					
250-728-967.500	SIDEWALK/PATHWAY PROJECTS	12,840	584,000	434,307	584,000	
250-728-971.000	CAPITAL OUTLAY-LAND					
250-728-974.000	LAND IMPRVMENTS-GENERAL					
250-728-974.204	LAND IMPRVMENTS-REMUS RD RIGHT OF					
Totals for dept 728 - ECONOMIC DEVELOPMENT		12,840	584,475	434,782	584,475	175
TOTAL APPROPRIATIONS		94,895	1,148,245	507,020	1,112,500	168,195
NET OF REVENUES/APPROPRIATIONS - FUND 250		252,041	(750,625)	(105,224)	(714,880)	249,625
BEGINNING FUND BALANCE		1,222,457	1,474,498	1,474,498	1,474,498	759,618
ENDING FUND BALANCE		1,474,498	723,873	1,369,274	759,618	1,009,243
ESTIMATED REVENUES - ALL FUNDS		854,545	975,970	914,989	970,070	998,970
APPROPRIATIONS - ALL FUNDS		732,665	2,457,000	720,339	1,634,430	1,635,270
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		121,880	(1,481,030)	194,650	(664,360)	(636,300)
BEGINNING FUND BALANCE - ALL FUNDS		2,903,523	3,025,404	3,025,404	3,025,404	2,361,044
ENDING FUND BALANCE - ALL FUNDS		3,025,403	1,544,374	3,220,054	2,361,044	1,724,744

REQUEST FOR EDA BOARD ACTION

To: Economic Development Authority Board **DATE:** October 4, 2022

FROM: Rodney C. Nanney, AICP, Community and **DATE FOR CONSIDERATION:** 10/18/2022
Economic Development Director

ACTION REQUESTED: To accept the per-plow rate of \$600.00 for Doug's Small Engine Repair to provide sidewalk snowplowing services in the West DDA District along both sides of E. Remus Road between Bradley Street and S. Lincoln Road and along the west side of S. Lincoln Road from the Crestwood Village Assisted Living Facility at 2378 S. Lincoln Road north to the Township Hall at 2010 S. Lincoln Road through 12/31/2023, subject to annual appropriation, and to authorize Township Manager Mark Stuhldreher to sign a Service Agreement for these services.

Current Action X Emergency

Funds Budgeted in 2023: If Yes X Account #250-000-801.003

Finance Approval _____

BACKGROUND INFORMATION

Doug's Small Engine Repair provides sidewalk snowplowing services in the East DDA District along the E. Pickard Road (M-20) corridor under a service agreement with the EDA Board that runs through the end of 2023. During the winter months, I have regularly checked on various locations along the corridor and consistently found that the sidewalks had been cleared quickly and thoroughly after a storm. I have also regularly noticed people using these sidewalks during these months, sometimes despite bitter cold temperatures. Doug's Small Engine Repair provides an important service to the community and to the local businesses by keeping the public sidewalks clear in the East DDA business district.

With the recent completion of new public sidewalks along portions of E. Remus Rd. (M-20) and S. Lincoln Rd., it is necessary and appropriate to consider extending their snow removal services to the West DDA District. The attached rate schedule document (entitled "Bid for Snow Removal") includes a cost proposal of \$600.00 per-plow for these services.

SCOPE OF SERVICES

The scope of work is for snowplowing of the public sidewalks on along both sides of E. Remus Road between Bradley Street and S. Lincoln Road and along the west side of S. Lincoln Road from the Crestwood Village Assisted Living Facility at 2378 S. Lincoln Road north to the Township Hall at 2010 S. Lincoln Road. Plowing is done after two (2) inches or more of snowfall or when there is heavy drifting of snow over the sidewalk.

STAFF RECOMMENDATION

It is the recommendation of staff that the “per-plow” rate of \$600.00 per event be accepted by the EDA Board as the preferred rate option for these services during the upcoming winter seasons.

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 attracting and retaining businesses, and increasing recreational activities, events, and tourism in the area. The adopted West DDA District development plan and the future projects outlined in the associated implementation strategies document also reflect a focus on improving access to the West DDA businesses and establishing a distinct and attractive visual character for the District.

The EDA has invested substantial resources in the establishment of public sidewalks along parts of E. Remus Rd. and S. Lincoln Rd. in the West DDA District. Winter maintenance of these sidewalks provides pedestrian access to the business district and helps to establish a functional character for this area that is welcoming to visitors and supports local business investment and growth.

BOARD OF TRUSTEES GOALS ADDRESSED

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

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

Ongoing regular maintenance of the areas where the EDA Board has invested in public improvements will help to ensure effective use of Township resources (1.0), and to support the local economy (1.6). Winter maintenance of these sidewalks also helps all residents to enjoy a safe environment (1.3) and safe, accessible routes for pedestrians (1.3.1). A pedestrian-friendly business district is part of a vibrant community (1.1), and helps all residents, visitors, and prospective business investors to feel welcomed (1.1.1).

COSTS

The "per-plow" rate is consistent with the work this contractor does for the EDA Board in the East DDA District. The annual cost for this service depends on the frequency and severity of winter weather. Funding for this service has been included in the recommended FY2023 budget.

PROJECT TIMETABLE

Snowplowing activities are ongoing during the winter season, with the frequency dependent somewhat on temperatures and the frequency of snowfall. The proposed timetable for this agreement would match the 12/31/2023 expiration date of the current East DDA District Service Agreement with this contractor.

RESOLUTION

To accept the per-plow rate of \$600.00 for Doug's Small Engine Repair to provide sidewalk snowplowing services in the West DDA District along both sides of E. Remus Road (M-20)

between Bradley Street and S. Lincoln Road and along the west side of S. Lincoln Road from the Crestwood Village Assisted Living Facility at 2378 S. Lincoln Road north to the Township Hall at 2010 S. Lincoln Road through December 31, 2023, subject to annual appropriation, and to authorize Township Manager Mark Stuhldreher to sign a Service Agreement for these services.

Resolved by _____ Seconded by _____

Yes:

No:

Absent:

Thomas Kequom, EDA Board Chair

From: Doug's Small Engine

5293 East Pickard

Mt. Pleasant MI 48858

To: Charter Township of Union

Attn: Rodney C Nanney

BID FOR SNOW REMOVAL

Snow removal for sidewalks on E. Remus Road North and South side

Of road from S. Bradley Street to S. Lincoln Road. After 2" or more of
of Lincoln Rd From Lux + Township Hall West Side
Snowfall or after drifting. Added to existing contract at price of \$500

Per plow. From November 1 to March 31.

Contact: Tony Gill

PH (989)773-0059

Fax (989)772-7465

EMAIL Tonyatdoug@gmail.com

To: Economic Development Authority Board **DATE:** OCTOBER 18, 2022

FROM: Rodney C. Nanney, AICP, Community and **DATE FOR CONSIDERATION:** 11/29/22
Economic Development Director

ACTION FOR CONSIDERATION: To move the November 15, 2022 Regular monthly meeting to November 29, 2022 and to cancel December 20, 2022 meeting due to lack of agenda items.

Current Action X Emergency

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

BACKGROUND INFORMATION

With the change in the November meeting date, the action items that would have normally been up for consideration in December were able to be included on the rescheduled 11/29/2022 meeting agenda. With that in mind, and recognizing the regular December 20, 2022 meeting date's proximity to the Christmas holiday, the EDA Board has the option to consider cancellation of the December meeting date if you prefer as a board to do so. If you choose this option, monthly bills and other routine items would be handled by staff in the same manner as has been done in cases where a quorum of members was not present for a meeting.

OPTIONS FOR CONSIDERATION

- | | |
|----------|---|
| Option A | To take no action (which would mean that the 12/20/2022 regular meeting would be held at 4:30pm and the November meeting date would not be moved). |
| Option B | Motion: To move the November Meeting date from November 15, 2022, to November 29, 2022, and to cancel the regular December 20, 2022, meeting due to lack of action items. |

Resolved by _____ Seconded by _____

Yes:
No:
Absent:

Thomas Kequom, EDA Board Chair