

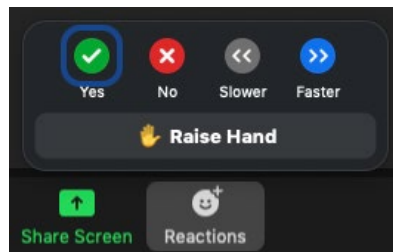
## Hybrid Meeting Instructions for the Economic Development Authority Board

The public can view all Union Township meetings live by clicking on our [YouTube Channel](#). For those who would like to participate, you can do so via Zoom.

[Click here](#) to participate in the Zoom Meeting via computer or smart phone. (Meeting ID Enter “849 6026 5496” Password enter “980373”). Access to the electronic meeting will open at 4:20 p.m. and meeting will begin at 4:30 p.m.

Telephone conference call, dial (312-626-6799). Enter “849 6026 5496” and the “#” sign at the “Meeting ID” prompt, and then enter “980373” at the “Password” prompt. Lastly, re-enter the “#” sign again at the “Participant ID” prompt to join the meeting.

- All public comments will be taken at the Public Comment section of the agenda.
- Computer/tablet/smartphone audience: To indicate you wish to make a public comment, please use the “Reactions” icon. **Next, click on the “Raise Hand” icon** near the bottom right corner of the screen.



- **To raise your hand for telephone dial-in participants, press \*9.** You will be called on by the last three digits of your phone number for comments, at which time you will be unmuted by the meeting moderator.
- Please state your name and address for the minutes and keep public comments concise.

You will be called upon once all in-person comments have been made, at which time you will be unmuted by the meeting moderator.

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



**Economic Development Authority Board (EDA)  
Regular Meeting – Union Township Hall  
2010 S Lincoln Rd  
Tuesday, May 16, 2023, at 4:30 p.m.**

**AGENDA**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
  - April 18, 2023, Regular Meeting
5. CORRESPONDENCE
  - Global Ends – 2022 Outcomes Report – Community and Economic Development Department
6. PUBLIC COMMENT
7. REPORTS
  - A. Accounts payable Approval – April  
East DDA District #248 – Check Register  
West DDA District #250 – Check Register
  - B. April Financial Reports: Income / Expense Statement; Balance Sheet  
East DDA District #248  
West DDA District #250
  - C. Board Member Matrix
8. NEW BUSINESS
  - A. East DDA Fund and West DDA Fund FY2022 Audit Presentation – Ali Barnes, Yeo & Yeo
  - B. Annual elections
  - C. Application for grant funding support from Mid Valley Structures (Denny Mitchell), 5152 E. Pickard Rd. for their freestanding sign replacement project.
  - D. RFBA – Street light foundation replacements south side of M20.

**9. PENDING BUSINESS**

**10. DIRECTOR COMMENTS**

**11. ADJOURNMENT**

Next regularly scheduled meeting Tuesday, June 20, 2023, at 4:30pm

**Charter Township of Union  
Economic Development Authority Board (EDA)  
Regular Board Meeting  
Tuesday, April 18, 2023**

**MINUTES**

A regular meeting of the Charter Township of Union Economic Development Authority Board was held on April 18, 2023, at the Union Township Hall 2010 S. Lincoln Rd, Mt. Pleasant, MI 48858.

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

**ROLL CALL**

Present: Kequom, Zalud, Bacon, Mielke, Coyne, Barz, Figg, Chowdhary

Excused: Sweet

Absent:

Others Present: Rodney Nanney – Community and Economic Development Director, Amy Peak – Building Services Clerk, Sherrie Teall – Finance Director, Jim McBryde – Middle Michigan Development Corporation

Chairman Kequom welcomed Sarvjit Chowdhary back as the newest member of the EDA Board.

**APPROVAL OF AGENDA**

MOTION by **Mielke** SUPPORTED by **Coyne** to APPROVE the agenda as presented. **MOTION CARRIED 8-0.**

**APPROVAL OF MINUTES**

MOTION by **Figg** SUPPORTED by **Zalud** to APPROVE minutes from March 21, 2023, meeting as presented. **MOTION CARRIED 8-0.**

**PUBLIC COMMENT** - None

**ACCOUNTS PAYABLE/ FINANCIAL STATEMENTS**

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

MOTION by **Zalud** SUPPORTED by **Barz** to APPROVE the East DDA payables 3/22/23 – 4/18/23 in the amount of \$630.63 as presented. **MOTION CARRIED 8-0.**

Finance Director, Sherrie Teall reviewed revenues and expenditures through 3/31/23.

Financial reports were RECEIVED AND FILED by Chair Kequom

**NEW BUSINESS**

- A. MMDC Annual Presentation - Jim McBryde with Middle Michigan Development Corporation gave his annual presentation regarding the MMDC's economic development work on behalf of the Township and region.
- B. Irrigation discussion – Randy Sharrar with Thielen Turf Irrigation, irrigation contractor for the East DDA District, discussed replacement options for the irrigation system along E. Pickard Road following completion of the M-20 reconstruction project. Chairman Kequom confirmed Board consensus for Thielen Turf Irrigation to proceed with developing a set of recommendations for the irrigation system, and to plan to bring these back to the board in June for consideration.

### **DIRECTOR COMMENTS**

- Thanked Randy Sharrar for coming and participating in the irrigation discussion.
- Digital imaging of the East/West DDA archived documents plan and process and would expect it in the 2024 budget.
- J Ranck Electric street lighting update and quote for street lighting updates on South side of E. Pickard Road where MDOT recently removed the streetlights for temporary storage during the M-20 reconstruction project. Will be moving forward with RFBA for May agenda.
- Research is being done to develop a list of available contractors who could potentially provide the necessary services for sandblasting and powder coating the E. Pickard Rd. streetlights before they are reinstalled by the MDOT contractor.
- Mentioned the receipt of a Grant Application for Mid Valley Structures, who is looking to improve their sign.
- Encouraged the board to stop by the airport to look at the crew car as the wrapping is complete and a great addition to the airport.

### **GENERAL DISCUSSION**

- Care Store Drive – Building Services Clerk Amy Peak announced that Union Township administrative staff have partnered with the Care Store for a Care Store drive, and welcomed any donations at the Township Hall Lobby.

### **BOARD COMMENTS**

- Mielke thanked returning board members and mentioned an open seat on the sidewalk and pathways committee.
- Zalud supports J Ranck street lighting quote.

Next regular EDA meeting to be held on Tuesday, May 16, 2023, at 4:30pm  
Meeting adjourned at 5:47pm.

### **APPROVED BY**

---

**Thomas Kequom, EDA Board Chair**

(Recorded by Amy Peak)

## **Community and Economic Development Department**

### **Global Ends 2022 Accomplishment Report**

Union Township exists to support a sustainable community through the most effective use of resources that achieve the highest quality of life.

The highest quality of life encompasses sustained or enhanced:

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

#### **1. Community well-being and the common good**

- Community and Economic Development Department staff participated in various professional training events covering a variety of procedural and technical topics throughout the year to stay up-to-date related to specific areas of expertise.
- The appointed members of the Planning Commission and Zoning Board of Appeals are regularly notified of and encouraged by staff to participate in training opportunities related to their responsibilities.
- The Community and Economic Development Director led a brief weekly departmental staff gathering to coordinate activities, ask questions, address issues of concern, and plan ahead. The Director also meets regularly in a one-on-one format with departmental staff members.
- The Community and Economic Development Director worked in conjunction with the Township Attorney and representatives from DTE Energy to prepare an updated DTE Energy Company Gas Franchise Ordinance, which renewed their franchise agreement with the Township to provide these services for another 30 years. Ordinance No. 22-05 was adopted by the Board of Trustees on September 28, 2022.
- The Township Hall administrative staff organized several special events for staff, including a holiday gathering, to help make the Township an even more cohesive workplace, which benefits all who interact with any staff member.

##### **1. 1 Residents engage in a vibrant community life.**

- The Community and Economic Development Director met periodically with the Mt. Pleasant City Planner to discuss community planning-related issues of mutual interest.

##### **1.1.1 All demographics within the township can feel welcomed, feel belonging, and engage with the community.**

- The Community and Economic Development Department staff are continually focused on the desired outcome of creating the best possible customer service experience for

our residents, building contractors, landlords, tenants, and all others who interact with any member of our departmental team.

- The Economic Development Authority (EDA) Board provided financial support and the Community and Economic Development Director prepared a letter of intent for grant funding from the Convention and Visitors Bureau to support the establishment of a dedicated crew car courtesy vehicle at the Mt. Pleasant Municipal Airport in the Township to expand the ability of flight crews on layover to access local businesses.

#### **1.1.1.1 A welcoming atmosphere, promoting tolerance and inclusion of all cultures, orientations and economic status.**

- The Community and Economic Development Department does not discriminate based on race, wealth, knowledge or ability, and we strive to work through language and cultural barriers. Everyone is treated with respect and professionalism.

#### **1.1.1.2 Fair and nondiscriminatory code enforcement**

- The Community and Economic Development Department staff provides for consistent building, property maintenance, and rental housing code enforcement by utilizing inspection checklists, with documentation of inspection results recorded in the BS&A Building Module application to allow for quick reference.
- When a resident or property owner is found in violation of a Zoning Ordinance requirement, the Zoning Administrator sends a letter to inform them of the violation and potential penalties, provide direction for corrective action, and establish a reasonable time period for completion. In the event of a failure to make necessary corrections, follow up enforcement actions are taken until the violation is resolved.

#### **1.1.1.3 Residents take pride in their community, understand its past and engage in its future.**

- The Community and Economic Development Director oversees the work of department staff and contractors to implement and maintain the East Downtown Development Authority Board-funded displays of banners, flowers, and holiday decorations along the E. Pickard Rd. corridor, along with grass-cutting, weed control, tree-trimming, and irrigation services that together establish a distinct visual character for this business district which is attractive for residents, welcoming to visitors, and supportive of local business investment and growth.

#### **1.1.2 Residents look to the township as a key information source for community activities, services and resources in the region.**

- The Community and Economic Development Department staff promptly responds to all questions from residents, business owners, landlords, tenants, and others about the building code, Zoning Ordinance, rental inspection program, and ordinance enforcement issues in the Township.
  - Department staff responded to 22 Freedom of Information Act (FOIA) requests for building and zoning-related parcel and permit information.

- The Community and Economic Development Department staff and Tera Green, Administrative Assistant, regularly update the Township’s website to keep the planning, zoning, building, community information, and economic development content current.
  - The Township’s website is also regularly updated with announcements and hearing notices.
  - The schedules and meeting packets for all regular Economic Development Authority (EDA) Board, Planning Commission, and Zoning Board of Appeals meetings were posted online to allow for public notice and review of meeting agendas and application materials well ahead of their meetings.
- The Finance Director and Community and Economic Development Director prepared and posted the Economic Development Authority (EDA) annual report on the updated EDA page of the Township’s website, filed the required financial reports with the Michigan Department of Treasury, and participated with the EDA Board in two (2) special EDA informational meetings required by Public Act 57 of 2018 to inform the public of accomplishments, current contracts, and planned improvement projects in the DDA Districts.
- Community and Economic Development Department staff continued to expand the scope of digitized files in the BS&A Building Module software to improve accessibility and availability of the information for staff and the public.

#### **1.1.2.1 Create more frequent opportunities for citizen/Board dialogue**

## **2. Prosperity through economic diversity, cultural diversity, and social diversity**

- The Planning Commission considered and took action on three (3) special land use applications, five (5) rezoning applications or text amendments, and 15 site plan applications during 2022.

### **1.2 All residents can thrive and achieve more than their basic needs.**

- The Community and Economic Development Director worked in conjunction with the Finance Director and Township Assessor to provide oversight of the Township’s payment in lieu of taxes (PILOT) program to support affordable housing options for low-income residents.

#### **1.2.1 Diverse and special communities are attracted by the community’s creative and innovative spirit and high quality of life.**

- The Community and Economic Development Director served as a member and the elected Chair of the Mt. Pleasant Airport’s Joint Operations and Management Board, with a focus on working together with the City of Mt. Pleasant, the Saginaw Chippewa Indian Tribe, Isabella County, and the Middle Michigan Development Corporation representatives to identify and implement innovative ideas to increase corporate aircraft traffic and to promote airport growth as a regional resource to attract new airport-oriented businesses, business owners, and residents.

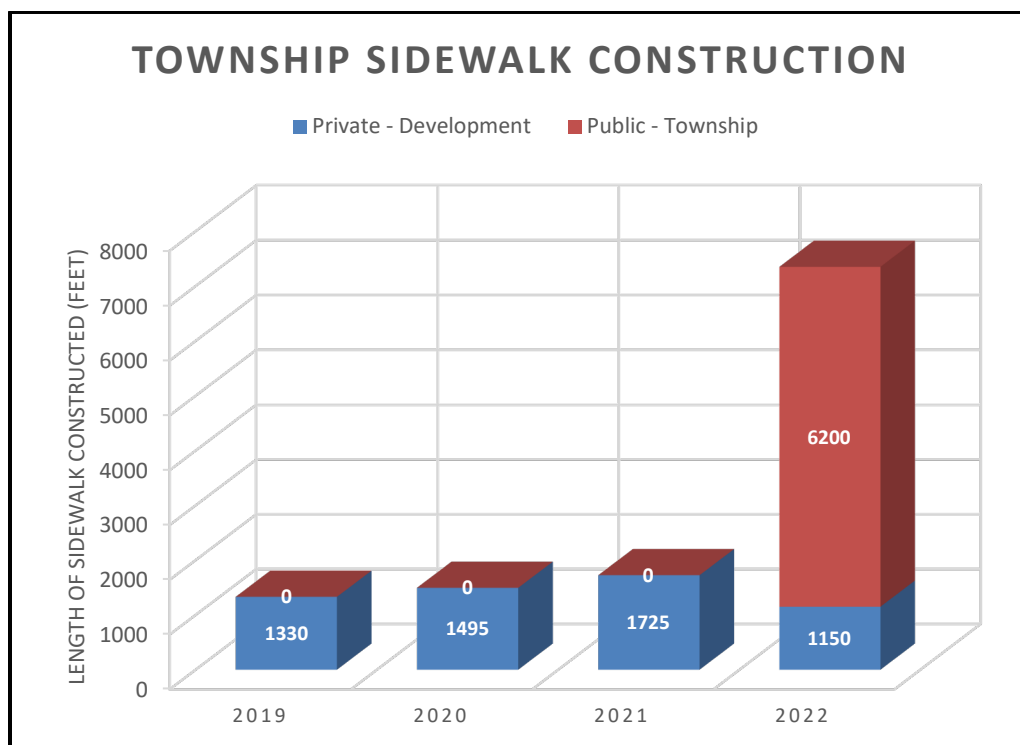


### **3. Safety**

#### **1.3 All residents may enjoy a safe environment including:**

##### **1.3.1 Safe, accessible routes for pedestrians, bicyclists, and motorized vehicles.**

- Winter maintenance (snowplowing) of the Economic Development Authority Board's network of public sidewalks along E. Pickard Rd. and S. Isabella Rd. in the East DDA District and along portions of E. Remus Rd. and S. Lincoln Rd. in the West DDA District ensures year-round accessibility for pedestrians and bicyclists seeking to access businesses in these areas.
- Approximately 6,200 feet of new public sidewalks were constructed in the West Downtown Development Authority District along E. Remus Rd. and S. Lincoln Rd. Approximately 1,150 feet of additional public sidewalks and sidewalk connections were constructed as part of development projects subject to site plan approval in 2022. Since 2019, a total of 11,900 linear feet (over 2.25 miles) of new sidewalk have been added in the Township.

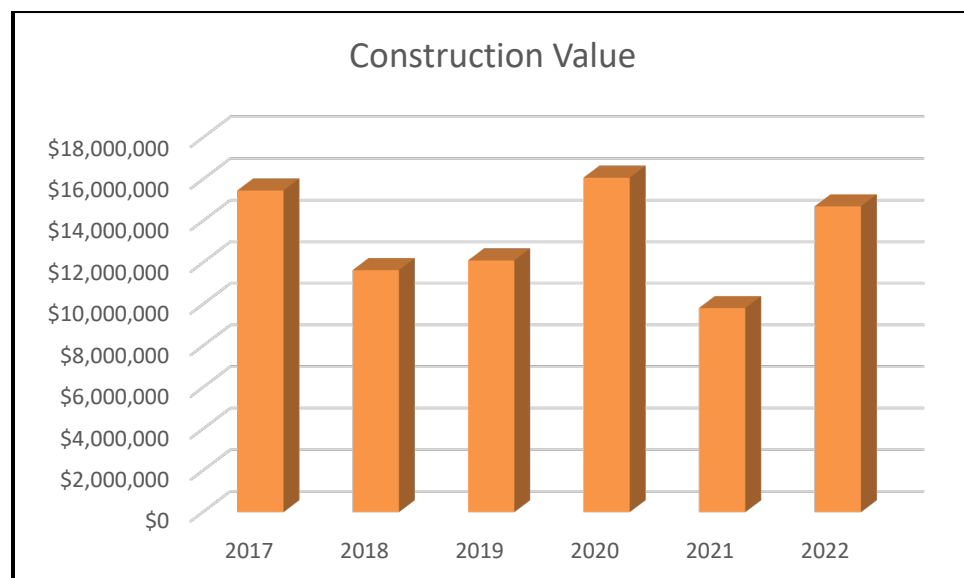
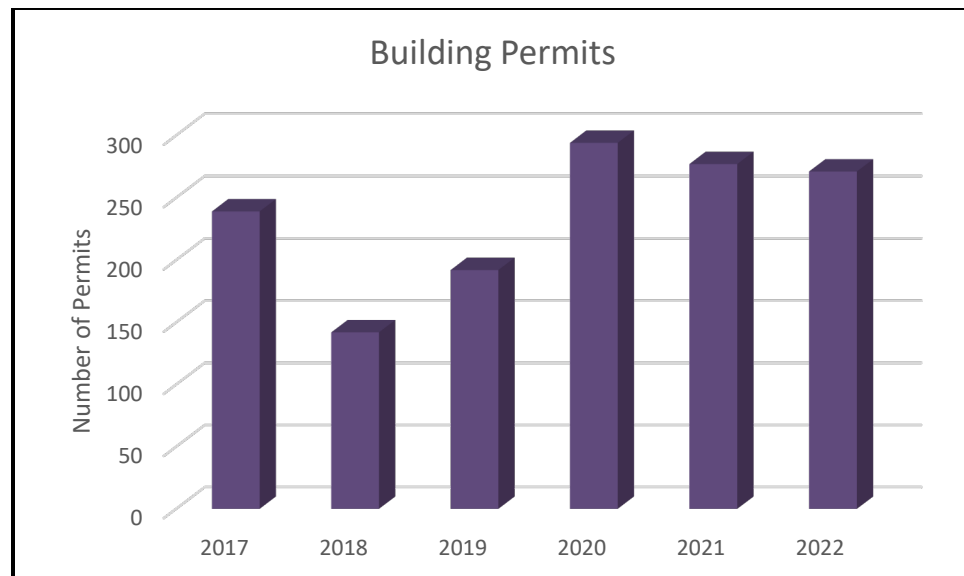


- The Community and Economic Development Director worked in a collaborative manner with the City Planner and Michigan Department of Transportation (MDOT) officials during the planning process for the 2023-2024 reconstruction of E. Pickard Rd. (M-20) to emphasize key policy preferences of the Township to protect and enhance safe routes for pedestrians and bicyclists and to ensure that the public sidewalks are kept open to the maximum extent possible during the road reconstruction project.

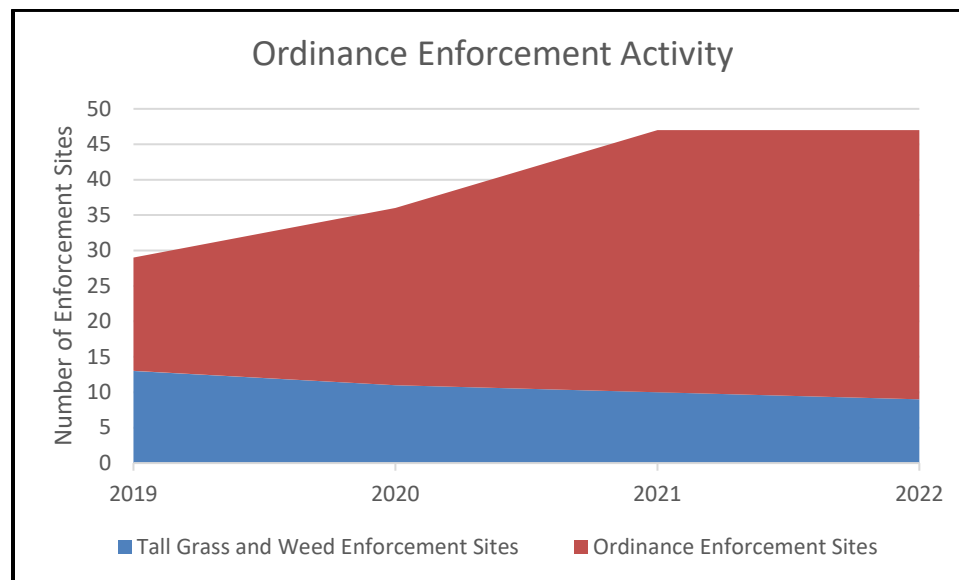
- Ongoing maintenance and repair of the Economic Development Authority Board's streetlighting system, benches, and other streetscape improvements ensure that the Township's investments into these public improvements are protected and functional for residents and visitors.

### 1.3.2 Code enforcement to original specifications for commercial, industrial, and residential properties.

- The Community and Economic Development Department's enforcement efforts help to ensure that all applicable code and ordinance requirements are satisfied and public safety is protected.
- The Building Official issued 277 building permits and 76 certificates of occupancy, completed 23 plan reviews, and conducted 455 inspections during 2022, for a total construction value of \$9,821,437.



- The Rental Inspector conducted site visits with inspections and follow up as needed for all 3,960 rental unit spaces in Township hotels, apartment buildings, townhouses, duplexes, and single-family rentals during 2022. The Rental Inspector engaged the landlord/tenant community in a cooperative effort to successfully complete the annual inspection cycle with limited issues.
- During the course of his work in 2022, the Rental Inspector observed multiple issues of concern (high weeds, construction without permits, and other potential ordinance violations), which were referred to the appropriate Township departments for further review and action as needed.
- The Zoning Administrator issued a total of 61 zoning approval actions in 2022, including sign permits, yard sale permits, zoning approval letters for building permits, and administrative site plan approvals.
- The Zoning Administrator investigated complaints and responded to violations of Township ordinances on 38 separate sites in the Township in 2022, and also issued nine (9) notices of excessively tall grass in violation of the Noxious Weeds Ordinance.
- The Zoning Administrator typically is able to work with residents and/or property owners to successfully resolve ordinance violations within 30 to 90 calendar days. However, some do take longer: In 2022, we closed the books on a violation involving Green Scene Landscaping and unlawful grading/fill and dumping of surfacewater drainage on to an adjoining residential lot that required an investment of a substantial amount of staff time over more than two years to bring to a successful conclusion.



- The Community and Economic Development Department staff worked together in collaboration with outside agencies with jurisdiction to provide effective code and ordinance enforcement. These other agencies include the Mt. Pleasant Fire Department, the Isabella County Drain Commissioner's Office, and the County's plumbing, mechanical, and electrical inspectors.

### **1.3.3 Safety in parks and township property.**

- Each month the Township Hall exit and emergency lights were tested for function and repaired or replaced as needed to maintain full operation.
- All of the Township Hall's smoke/carbon monoxide detectors were inspected in 2022.

### **1.3.4 Safe, well maintained roads**

- The Community and Economic Development Director worked in a collaborative manner with the City Planner and Michigan Department of Transportation (MDOT) officials during the planning process for the 2023-2024 reconstruction of E. Pickard Rd. (M-20) to emphasize key policy preferences of the Township for safe roads, including proper road design to provide proper cues to motorists related to speed of traffic.

#### **1.3.4.1 Create bike lanes and cross walks on roads**

- Township administration worked in a collaborative manner with Isabella County Road Commission officials and the Township's Economic Development Authority (EDA) Board during the planning process for reconstruction of the E. Broomfield Rd. and S. Lincoln Rd. intersection to provide for inclusion of paved shoulders in the project scope (which can also serve to better separate motorists from bicyclists or pedestrians), and to extend the project to also include reconstruction of E. Broomfield Rd. eastward to near Crawford Rd. Paved shoulders were constructed along approximately 1.3 miles of reconstructed roads as part of this project.

### **1.3.5 Safe and secure schools through intergovernmental efforts**

- Township administration worked in a collaborative manner with officials from the Isabella County Road Commission and Renaissance Charter Academy at 2797 S. Isabella Rd. to add school zone warning signage to expand awareness among motorists of the need to slow down and proceed with greater caution along this portion of S. Isabella Rd. during peak drop-off and pick-up periods.

## **4. Health**

- The Economic Development Authority (EDA) Board utilized services provided by local Mid-Michigan Industries (MMI) to remove trash and clean-up the public sidewalks and seating areas along the E. Pickard Rd. corridor in the East DDA District.

### **1.4 Residents of all ages shall have access to facilities that enable an active, healthy lifestyle.**

- Phase 2 of the Jameson Park site improvements were completed, which included new public sidewalks and expanded barrier-free accessibility.
- The Public Services Department and Community and Economic Development Department staff worked together to support the use of McDonald Park ballfields for the 2022 season of Little League, Mt. Pleasant Area Softball League, and Pony League practices and games between April and July, and to support the state Little League Tournament games held in McDonald Park in 2022.

**1.4.1 An accessible, walkable and bikeable community using the Greater Mt. Pleasant Area Non-Motorized Plan and Sidewalk and Pathways Committee recommendations as a guide.**

- The Community and Economic Development Department verifies that accessibility rules are followed to make sure all people can enjoy and access the community regardless of mobility or disability issues. We also ensure construction of new structures or alterations to existing structures are barrier free accessible.
- The Community and Economic Development Department staff continued to work to plan for and implement the Township's established sidewalk policies.

**1.4.2 Drinking Water that meets or exceeds Michigan standards for quality of water.**

**1.4.3 Wastewater system meets or exceeds Michigan standards.**

**1.4.4 Create facilities at parks that can be used to facilitate an active and healthy lifestyle**

- The Township purchased a new outdoor fitness court facility to be installed in McDonald Park in 2023.

**5. Natural environment**

- The Township's Zoning Ordinance No. 20-06 includes robust protections for natural features, agricultural area, and the environment as new development takes place in areas of the Township that are planned for development in the Master Plan.

**1.5 Residents can enjoy the natural resources and green space of the township.**

**1.5.1 Air, water and soil meet or exceed Michigan's quality standards.**

- The Community and Economic Development Department monitors new and existing building construction and verifies prior to the commencement of construction work that soil erosion protection measures (subject to county permit approval) have been properly employed to stop dirt and sediment from leaving the job site. This helps to protect our natural waterways from contaminants and sedimentation.

**1.5.2 People have optimum access to and enjoy a clean Chippewa River through intergovernmental efforts.**

- The Community and Economic Development Director attended meetings of an intergovernmental committee working on developing a plan for improving water quality in the Chippewa River watershed.

**1.5.3 Natural corridors optimized for enhanced commercial and residential districts.**

**1.5.4 Increase use of alternative forms of energy within Township facilities and operations.**

## **6. Commerce**

### **1.6. Commercial establishments, including new, innovative and traditional, are drawn to Union Township through commerce–friendly economic development policies.**

- The Community and Economic Development Department staff performs building plan reviews and process permit applications in a timely manner to ensure compliance with state building codes and Township ordinances, to review and address any deficiencies or issues, and to minimize re-design during the construction process.
- The Community and Economic Development Department staff is always willing to consider alternative and innovative solutions to common and uncommon problems that arise during the construction process, without compromising code requirements.
- Ongoing maintenance and repair of the Economic Development Authority’s streetlight decorations, irrigation systems, flowers, banners, mowing of the lawn areas within the E. Pickard Rd. (M-20) right-of-way, and other public improvements within the DDA districts ensure that the Township’s investments are protected and offer the maximum economic benefit for local businesses and potential investors.
- The Community and Economic Development Director met with and maintained communication throughout the year with leadership and staff from the Middle Michigan Development Corporation, Convention and Visitors Bureau, and Chamber of Commerce to expand the Township’s influence in the area of local economic development.
- The Community and Economic Development Director met or communicated with the owners or management of various businesses in the Township in 2022, with a focus on businesses in the DDA Districts.
- Township staff held numerous in-person and electronic meetings via telephone and Zoom with local business representatives, developers, and prospective investors to discuss potential development projects in the Township.
- Community and Economic Development Department staff and the Planning Commission developed a second set of “punch list” amendments to the Zoning Ordinance No. 20-06, which were adopted by the Board of Trustees on February 8, 2023. The following changes were designed to expand the scope of the Township’s commerce-friendly regulatory environment under the Zoning Ordinance adopted in 2020:
  - Expanded options for indoor and outdoor commercial recreation facilities, bakeries (retail and wholesale), and printing, copying, and bookbinding operations.
  - Further expanded options for developers to use the Planned Unit Development (PUD) option to facilitate innovative development projects that would be of benefit to the intended customers and the Township as a whole.

#### **1.6.1 Controlled establishment of potentially undesirable businesses.**

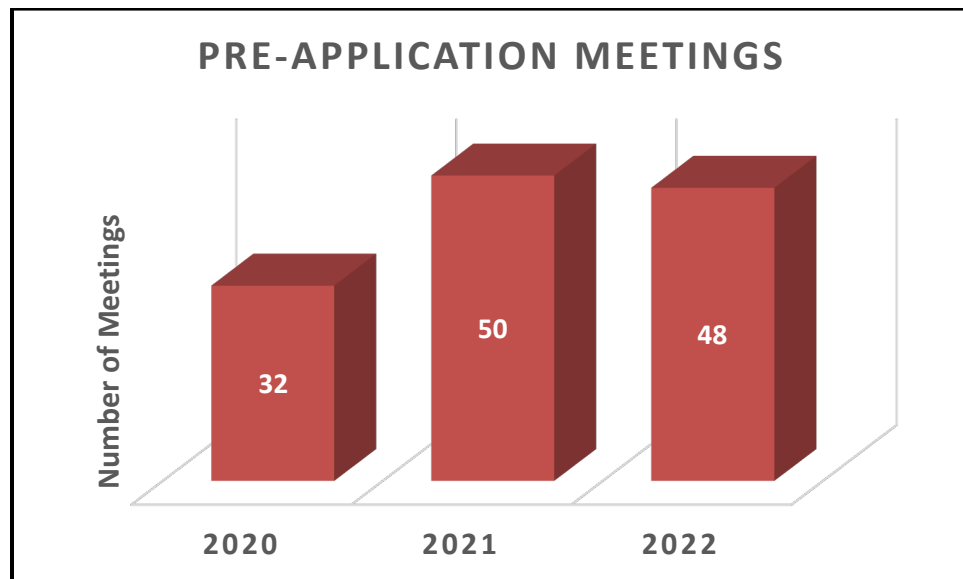
- The Community and Economic Development Department monitors and controls what type of construction takes place in full compliance with all applicable state building codes and Township ordinance requirements for the site.

**1.6.2 Create a purchasing policy that includes mechanism to encourage local purchase of goods and services within reasonable cost limits**

- Economic Development Authority (EDA) Board members noted the importance of encouraging local purchase of services in their review of bids. This was referenced as part of their decision-making criteria as they selected contractors headquartered in the Township for demolition and sidewalk construction projects in the DDA Districts in 2022.

**1.6.3 Create mechanism to increase dialogue with business community to ensure quality services are provided**

- The Community and Economic Development Director and Zoning Administrator regularly host and participate in informal “pre-application” meetings with business owners, developers, and contractors seeking more information or answers to questions about options for potential development projects in the Township. These meetings are held both in-person and remotely via Zoom as needed for the convenience of the participants. The following is a summary of the number of pre-scheduled meetings of this type that the Community and Economic Development Director attended each year during 2020, 2021, and 2022. The chart does not include additional meetings attended only by the Zoning Administrator or unscheduled walk-in meetings.



05/11/2023 12:28 PM  
User: SHERRIE  
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
CHECK DATE FROM 04/19/2023 - 05/16/2023

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 250 WDDA CHECKING						
05/16/2023	250	287	01481	MICHIGAN ECONOMIC DEVELOPERS ASSOC	2023 MEMBERSHIP	162.50
250 TOTALS:						
Total of 1 Checks:						162.50
Less 0 Void Checks:						0.00
Total of 1 Disbursements:						162.50



05/11/2023 12:23 PM  
User: SHERRIE  
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
CHECK DATE FROM 04/19/2023 - 05/16/2023

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 248 EDDA CHECKING						
04/19/2023	248	101 (E)	00146	CONSUMERS ENERGY	5157 E PICKARD ST STE B	29.50
					5770 E PICKARD ST STE A	55.20
					5770 E PICKARD ST STE B	29.50
					5771 E PICKARD RD STE A	74.39
					5771 E PICKARD RD STE B	29.50
					4592 E PICKARD ST STE B	29.50
					1940 S ISABELLA RD	50.82
						<hr/> 298.41
05/11/2023	248	102 (E)	00146	CONSUMERS ENERGY	4900 E PICKARD ST	41.44
					2027 FLORENCE ST	41.44
						<hr/> 82.88
05/16/2023	248	4337	00324	ISABELLA CORPORATION	2120 YATS DR DEMOLITION-FINAL PMT	11,925.00
05/16/2023	248	4338	01481	MICHIGAN ECONOMIC DEVELOPERS ASSOC	2023 MEMBERSHIP	162.50
						<hr/>

248 TOTALS:

Total of 4 Disbursements:

12,468.79

PERIOD ENDING 04/30/2023

		YTD BALANCE	2023	YTD BALANCE		
		04/30/2022	ORIGINAL	2023	04/30/2023	% BDGT
GL NUMBER	DESCRIPTION	NORMAL (ABNORMAL)	BUDGET	AMENDED BUDGET	NORMAL (ABNORMAL)	USED
Fund 248 - EAST DDA FUND						
Revenues						
Dept 000 - NONE						
248-000-402.000	CURRENT PROPERTY TAX	0.00	515,000.00	515,000.00	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	60,000.00	60,000.00	0.00	0.00
248-000-665.000	INTEREST EARNED	787.31	8,600.00	8,600.00	12,882.47	149.80
248-000-671.000	OTHER REVENUE	14,820.00	1,000.00	1,000.00	0.00	0.00
Total Dept 000 - NONE		15,607.31	581,150.00	581,150.00	12,882.47	2.22
TOTAL REVENUES		15,607.31	581,150.00	581,150.00	12,882.47	2.22
Expenditures						
Dept 000 - NONE						
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	4,180.50	12,300.00	12,300.00	3,299.50	26.83
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	5,600.00	11,000.00	11,000.00	4,550.00	41.36
248-000-801.004	LAWN CARE	2,450.00	28,500.00	28,500.00	0.00	0.00
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	6,774.70	20,000.00	20,000.00	132.75	0.66
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	4,630.00	20,000.00	20,000.00	4,725.00	23.63
248-000-826.000	LEGAL FEES	0.00	4,000.00	4,000.00	0.00	0.00
248-000-851.000	MAIL/POSTAGE	0.00	750.00	750.00	0.00	0.00
248-000-880.000	COMMUNITY PROMOTION	0.00	9,000.00	9,000.00	500.00	5.56
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	162.50	32.50
248-000-917.000	WATER & SEWER CHARGES	0.00	18,000.00	18,000.00	159.63	0.89
248-000-920.000	ELECTRIC/NATURAL GAS	4,447.16	14,000.00	14,000.00	3,650.99	26.08
248-000-935.000	PROPERTY/LIABILITY INSURANCE	1,528.22	1,800.00	1,800.00	1,706.79	94.82
248-000-940.000	LEASE/RENT	1,135.00	875.00	875.00	0.00	0.00
248-000-955.000	MISC.	0.00	100.00	100.00	0.00	0.00
Total Dept 000 - NONE		30,745.58	207,075.00	207,075.00	18,887.16	9.12
Dept 336 - FIRE DEPARTMENT						
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	0.00	80,000.00	80,000.00	0.00	0.00
Total Dept 336 - FIRE DEPARTMENT		0.00	80,000.00	80,000.00	0.00	0.00
Dept 728 - ECONOMIC DEVELOPMENT						
248-728-967.200	WATER SYSTEM PROJECTS	0.00	100,000.00	100,000.00	0.00	0.00
248-728-967.300	SEWER SYSTEM PROJECTS	0.00	100,000.00	100,000.00	0.00	0.00
248-728-967.400	STREET/ROAD PROJECTS	0.00	400,000.00	400,000.00	0.00	0.00
248-728-967.500	SIDEWALK/PATHWAY PROJECTS	0.00	340,000.00	340,000.00	0.00	0.00
248-728-974.000	LAND IMPRVMNTS-GENERAL	73.82	20,000.00	20,000.00	0.00	0.00
248-728-974.200	LAND IMPRVMNTS-PICKARD RIGHT OF WAY	0.00	80,000.00	80,000.00	0.00	0.00
248-728-974.201	LAND IMPRVMNTS-5800 PICKARD/ENTERPRIS	0.00	40,000.00	40,000.00	0.00	0.00
248-728-974.202	LAND IMPRVMNTS-2120 YATS DR	0.00	0.00	0.00	11,925.00	100.00
248-728-974.203	LAND IMPRVMNTS-JONATHON LANE	0.00	75,000.00	75,000.00	0.00	0.00

PERIOD ENDING 04/30/2023

GL NUMBER	DESCRIPTION	YTD BALANCE		2023		YTD BALANCE		% BDGT USED
		NORMAL	04/30/2022 (ABNORMAL)	ORIGINAL BUDGET	2023 AMENDED BUDGET	NORMAL	04/30/2023 (ABNORMAL)	
Fund 248 - EAST DDA FUND								
Expenditures								
248-728-974.205	LAND IMPRVMENTS-HONEY BEAR LN		0.00	25,000.00	25,000.00		0.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT			73.82	1,180,000.00	1,180,000.00		11,925.00	1.01
TOTAL EXPENDITURES			30,819.40	1,467,075.00	1,467,075.00		30,812.16	2.10
Fund 248 - EAST DDA FUND:								
TOTAL REVENUES			15,607.31	581,150.00	581,150.00		12,882.47	2.22
TOTAL EXPENDITURES			30,819.40	1,467,075.00	1,467,075.00		30,812.16	2.10
NET OF REVENUES & EXPENDITURES			(15,212.09)	(885,925.00)	(885,925.00)		(17,929.69)	2.02

PERIOD ENDING 04/30/2023

GL NUMBER	DESCRIPTION	YTD BALANCE 04/30/2022		2023 ORIGINAL BUDGET		2023 AMENDED BUDGET		YTD BALANCE 04/30/2023		% BDGT USED
		NORMAL	(ABNORMAL)					NORMAL	(ABNORMAL)	
Fund 250 - WEST DDA FUND										
Revenues										
Dept 000 - NONE										
250-000-402.000	CURRENT PROPERTY TAX		0.00	413,000.00	413,000.00	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		1,290.85	8,600.00	8,600.00	6,067.33	70.55			
Total Dept 000 - NONE			1,290.85	417,820.00	417,820.00	6,067.33	1.45			
TOTAL REVENUES			1,290.85	417,820.00	417,820.00	6,067.33	1.45			
Expenditures										
Dept 000 - NONE										
250-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES		2,867.50	5,270.00	5,270.00	2,500.00	47.44			
250-000-801.003	SIDEWALK SNOWPLOWING		0.00	8,000.00	8,000.00	3,500.00	43.75			
250-000-826.000	LEGAL FEES		0.00	1,000.00	1,000.00	0.00	0.00			
250-000-851.000	MAIL/POSTAGE		0.00	750.00	750.00	0.00	0.00			
250-000-880.000	COMMUNITY PROMOTION		0.00	8,000.00	8,000.00	500.00	6.25			
250-000-883.000	COMMUNITY IMPROVEMENT GRANTS		0.00	40,000.00	40,000.00	0.00	0.00			
250-000-900.000	PRINTING & PUBLISHING		0.00	500.00	500.00	0.00	0.00			
250-000-915.000	MEMBERSHIP & DUES		0.00	400.00	400.00	162.50	40.63			
250-000-955.000	MISC.		0.00	100.00	100.00	0.00	0.00			
250-000-967.000	CONTRIBUTIONS TO ROAD COMMISSION		0.00	40,000.00	40,000.00	0.00	0.00			
Total Dept 000 - NONE			2,867.50	104,020.00	104,020.00	6,662.50	6.41			
Dept 336 - FIRE DEPARTMENT										
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION		0.00	64,000.00	64,000.00	0.00	0.00			
Total Dept 336 - FIRE DEPARTMENT			0.00	64,000.00	64,000.00	0.00	0.00			
Dept 728 - ECONOMIC DEVELOPMENT										
250-728-940.000	LEASE/RENT		475.00	175.00	175.00	0.00	0.00			
Total Dept 728 - ECONOMIC DEVELOPMENT			475.00	175.00	175.00	0.00	0.00			
TOTAL EXPENDITURES			3,342.50	168,195.00	168,195.00	6,662.50	3.96			
Fund 250 - WEST DDA FUND:										
TOTAL REVENUES			1,290.85	417,820.00	417,820.00	6,067.33	1.45			
TOTAL EXPENDITURES			3,342.50	168,195.00	168,195.00	6,662.50	3.96			
NET OF REVENUES & EXPENDITURES			(2,051.65)	249,625.00	249,625.00	(595.17)	0.24			

Fund 248 EAST DDA FUND

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	2,609.81
248-000-002.000	SAVINGS	803,602.89
248-000-003.001	CERTIFICATE OF DEPOSIT	1,044,213.53
248-000-128.000	ASSETS HELD FOR SALE	20,463.92
<b>Total Assets</b>		<b>1,870,890.15</b>
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	12,170.38
<b>Total Liabilities</b>		<b>12,170.38</b>
*** Fund Balance ***		
248-000-370.379	RESTRICTED FUND BALANCE	1,876,649.46
<b>Total Fund Balance</b>		<b>1,876,649.46</b>
<b>Beginning Fund Balance</b>		<b>1,876,649.46</b>
<b>Net of Revenues VS Expenditures</b>		<b>(17,929.69)</b>
<b>Ending Fund Balance</b>		<b>1,858,719.77</b>
<b>Total Liabilities And Fund Balance</b>		<b>1,870,890.15</b>

Fund 250 WEST DDA FUND

GL Number	Description	Balance
*** Assets ***		
250-000-001.000	CASH	2,980.02
250-000-002.000	SAVINGS	184,527.04
250-000-002.001	SHARES	53.70
250-000-003.001	CERTIFICATE OF DEPOSIT	642,979.34
<b>Total Assets</b>		<b>830,540.10</b>
*** Liabilities ***		
250-000-202.000	ACCOUNTS PAYABLE	162.50
<b>Total Liabilities</b>		<b>162.50</b>
*** Fund Balance ***		
250-000-370.379	RESTRICTED FUND BALANCE	830,972.77
<b>Total Fund Balance</b>		<b>830,972.77</b>
<b>Beginning Fund Balance</b>		<b>830,972.77</b>
<b>Net of Revenues VS Expenditures</b>		<b>(595.17)</b>
<b>Ending Fund Balance</b>		<b>830,377.60</b>
<b>Total Liabilities And Fund Balance</b>		<b>830,540.10</b>

## 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	2/15/2026
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	Nivia	McDonald	2/15/2026
9	Jessica	Lapp	2/15/2026
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 -	Richard	Barz	12/31/2025
3 -	Liz	Presnell	12/31/2025
4 -	Vacant		12/31/2023
5 -	Eric	Loose	12/31/2024
Alt. #1	David	Coyne	12/31/2024
Alt #2 (BOT Repesantive)	Jeff	Brown	11/20/2024
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Doug	LaBelle II	12/31/2024
2	Sarvjit	Chowdhary	12/31/2024
3	Bryan	Neyer	12/31/2024
Alt #1	Randy	Golden	12/31/2024
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	12/31/2024
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	4/14/2027
3	James	Zalud	4/14/2027
4	Richard	Barz	2/13/2025
5	Robert	Bacon	1/13/2027
6	Marty	Figg	6/22/2026
7	Sarvjit	Chowdhary	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	12/31/2025
2	vacant seat		
Cultural and Recreational Commission (1 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1	Robert	Sommerville	12/31/2025
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	vacant seat		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	12/31/2025
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



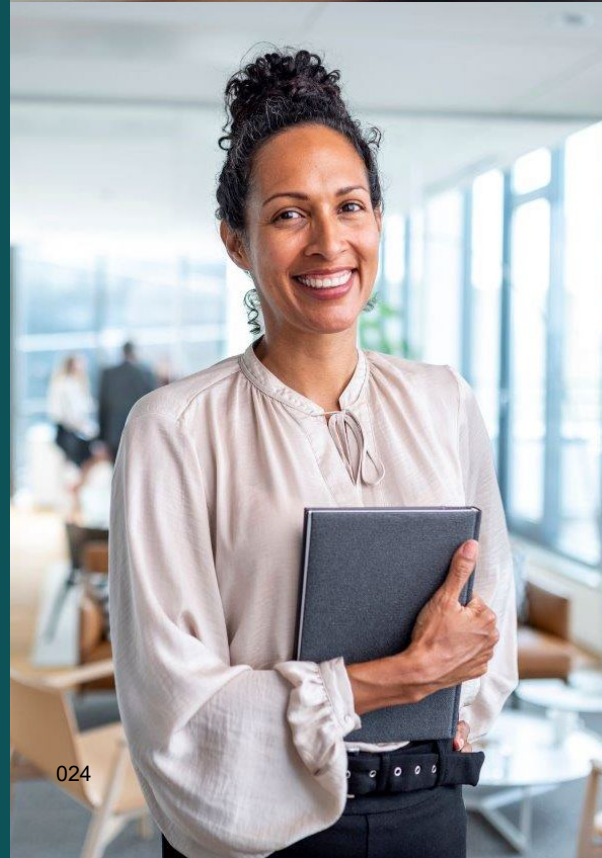


# Charter Township of Union East and West DDA Audit Results

PRESENTED BY

Ali N. Barnes  
CPA, CGFM

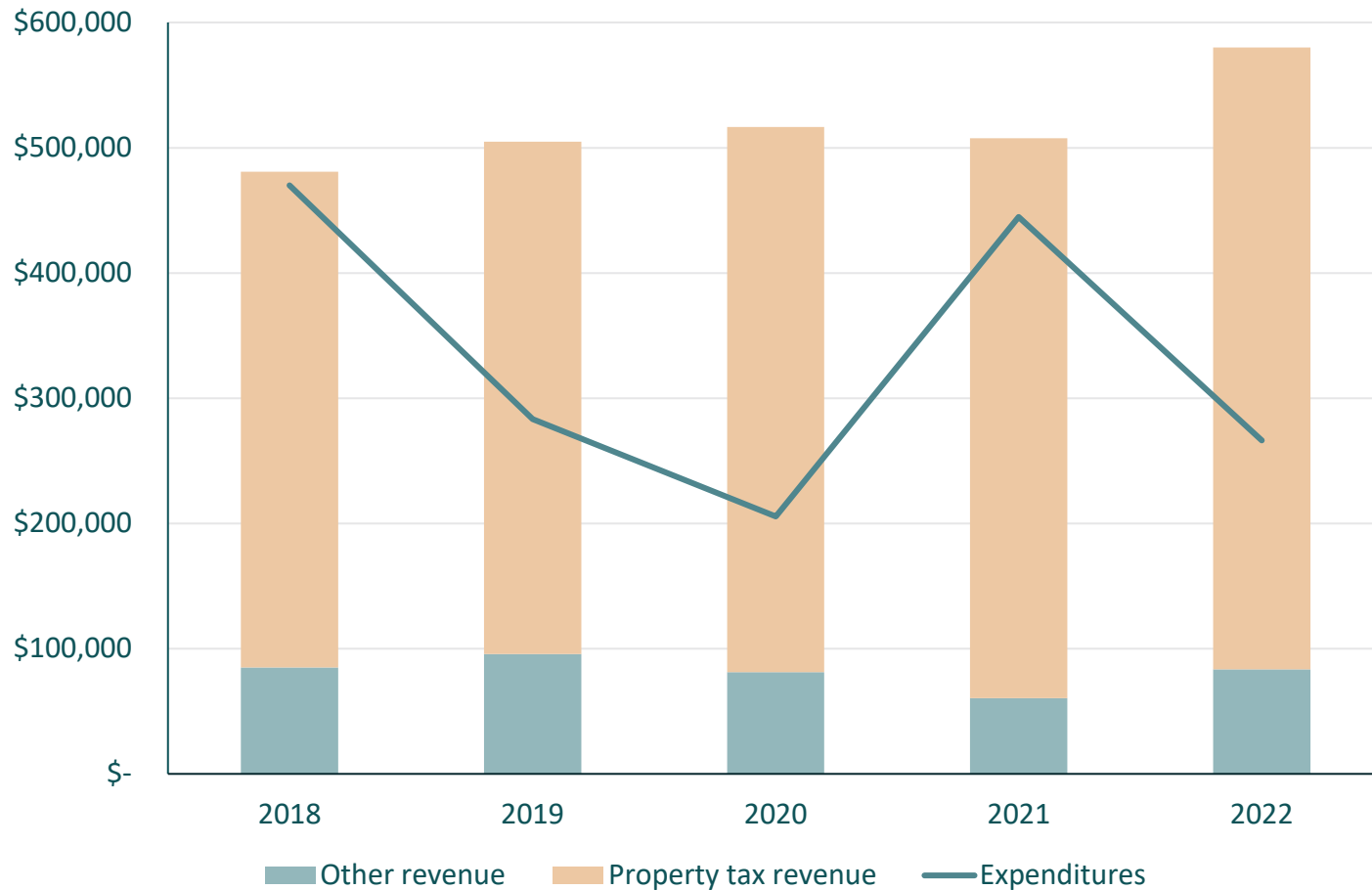
Fiscal Year Ended  
December 31, 2022



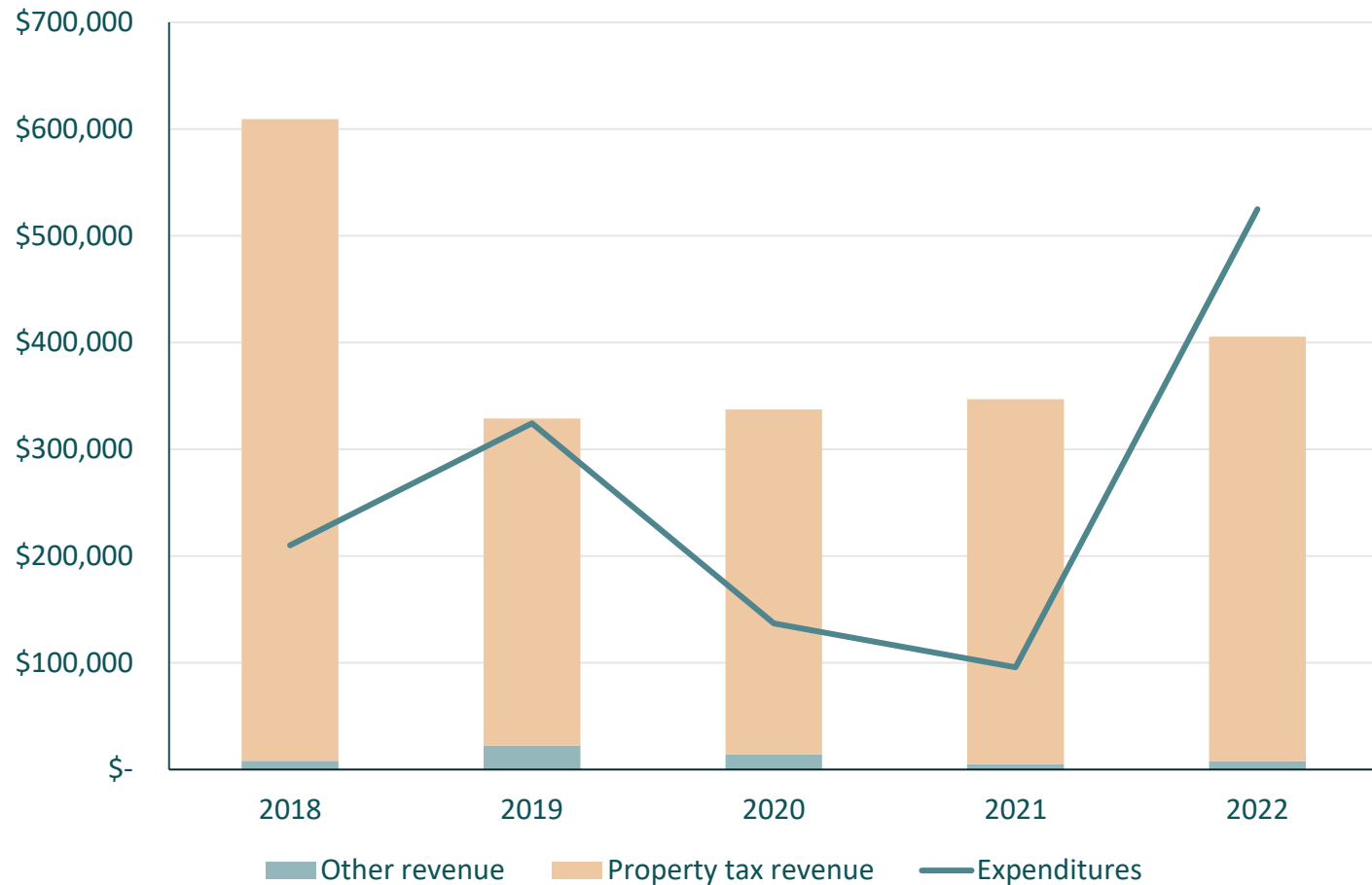
YEO & YEO

BUSINESS SUCCESS  
PARTNERS

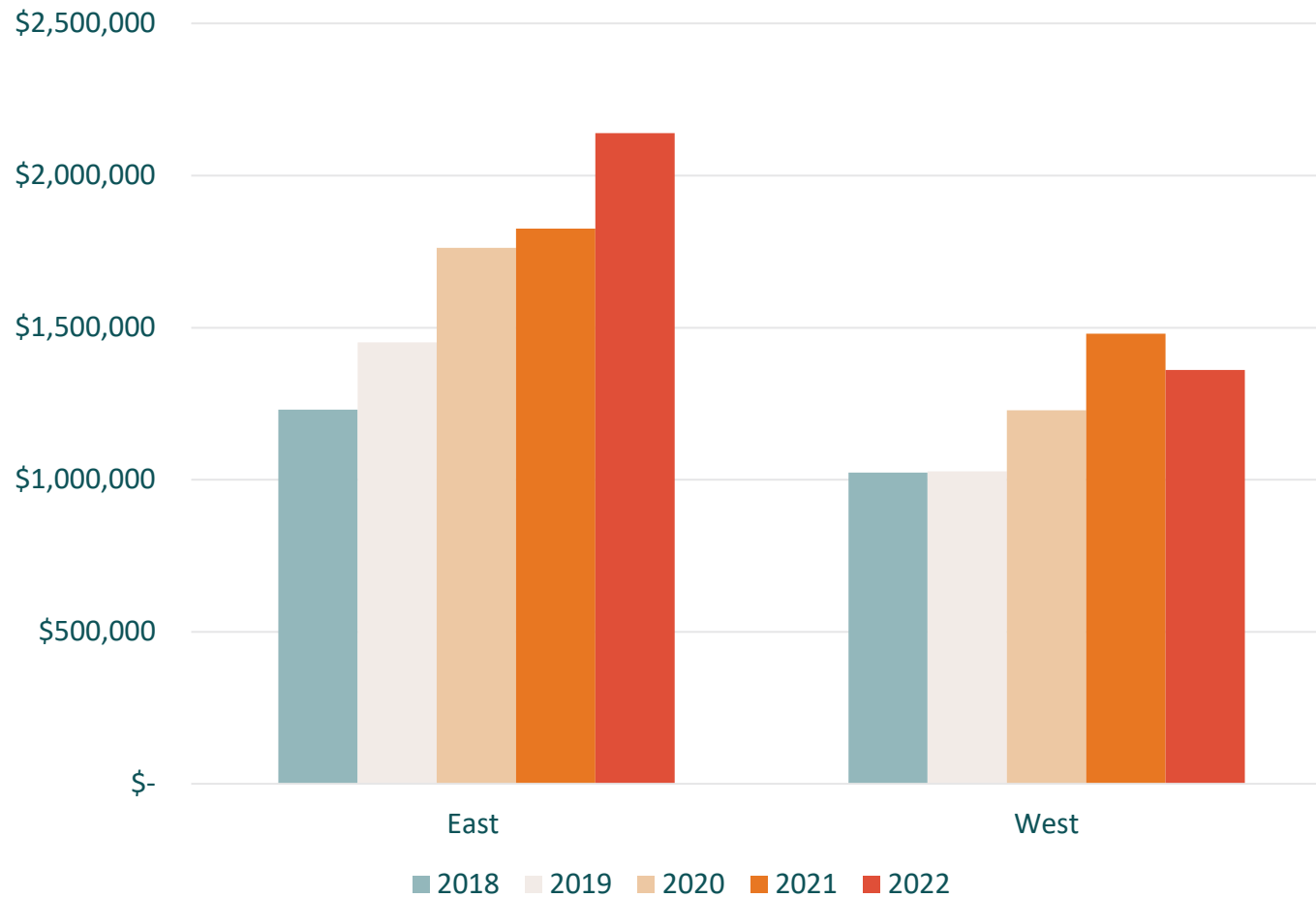
# East DDA



# West DDA



# Net Position



# Internal Controls and Compliance

- No Material Weaknesses related to DDA's
- No Significant Deficiencies related to DDA's
- No Written Management Comments related to DDA's

# Let's thrive.

Through our family of companies, we work with you to achieve your unique goals.

## VISIT

[yeoandyeo.com](http://yeoandyeo.com)

## CALL

800.968.0010

## EMAIL

[ali.barnes@yeoandyeo.com](mailto:ali.barnes@yeoandyeo.com)

## CONNECT



# YEO & YEO

BUSINESS SUCCESS  
PARTNERS

## REQUEST FOR EDA BOARD ACTION

## **BOARD OF TRUSTEES GOALS ADDRESSED**

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

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

Funding support to Mid Valley Structures for the requested sign replacement project would help to support the commerce in the East DDA District (1.6) and to support a sustainable community (1.0). The presence of the new monument sign will maximize sign visibility and help to establish a more consistent visual character for signage along the E. Pickard Rd. corridor.

## **COSTS**

The Grant Program offers up to 50% of the total project costs, less the cost of any electronic message board component with maximum potential of a \$5000.00 award. The total project costs are \$11,454 with a requested award amount of \$5000.00.

## **PROJECT TIMETABLE**

All funds necessary to complete the balance of the project are in place. Signplicity of Traverse City currently has a deposit to start the project, which is anticipated to be completed in 2023.

## **RESOLUTION**

To approve an East DDA District Fund Community Improvement Grant award for Mid Valley Structures in the amount of \$5,000.00 for replacement of an outdated pole sign with installation of a new freestanding monument sign at 5152 E. Pickard Road (PID 14-146-00-007-00), with issuance of the grant award to be contingent upon confirmation from the Zoning Administrator that the completed sign conforms to the approved sign permit.

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

Yes:

No:

Absent:

\_\_\_\_\_  
Thomas Kequom, EDA Board Chair





**Economic Development Authority Board  
Grant Application**

**Date:** 03/30/2023

**Applicant(s):** Mid Valley Structures/Denny Mitchell/M5 Holding

**Contact Name(s):** Denny Mitchell

**Business Name:** Mid Valley Structures

**Property Address:** 5152 E Pickard Rd  
Mt Pleasant MI 48858

**Mailing Address:** 5152 E Pickard Rd  
Mt Pleasant MI 48858

**Daytime Phone:** 989-772-0010 **Email:** denny@midvalleystructu

**Type of Proposed Project:**

☐ **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)

**Anticipated Timeline of Improvements:**

**Start Date:** 05/15/2023

**Completion Date:** 05/20/2023

**Description of Proposed Improvements: (attach separate sheet if necessary)**

Replace current freestanding sign and replace with monument sign. We currently have a permit for a 4x8 LEI

Director's Note 4/18/2023: Per the revised plans submitted 4/18/2023, the applicant is proposing to remove the existing Mid Valley pole sign and replace it with a new, monument-style ground sign using the existing sign foundation and wiring. The new sign will be located with the front edge of the sign at the near edge of the road right-of-way, which is the same condition as currently exists with the existing pole sign. The proposed sign conforms to the applicable requirements for alteration of an existing, legal nonconforming sign found in Section 11.14 of the Zoning Ordinance.

**\*Please attach supporting documents and concept plans\***

**Total Project Cost:** \$ 11454.00

**Requested Grant Funding:** \$ 5000.00

**Why is Approval of this Grant Application a Must?**

Please attach a letter to the EDA Board that answers the following questions and includes any additional information you would like to share with the EDA Board as part of this application:

- **Why is it a "must" for the EDA Board to approve a grant for these improvements?**
- **How are you planning to fund the remaining cost of the project?**
- **What impacts will these improvements have on your business, your customers, and other businesses in the area?**

I understand that my participation in the EDA Board Grant Program is contingent upon my full compliance with all requirements. I also certify that if I am a tenant of the subject property that I have obtained written approval from the property owner to complete the project improvements.

  
\_\_\_\_\_  
Signature of Applicant

03/30/2023

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner (If different than applicant)

\_\_\_\_\_  
Date

---

**For Office Use Only**

☒ East DDA District

Approved Grant Amount: \$ \_\_\_\_\_

☐ West DDA District

Date of Approval: \_\_\_\_\_

☐ EDA Board meeting minutes attached

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



**Mid Valley**  
**STRUCTURES**  
SHEDS • GARAGES • GAZEBOS & MORE

---

To the Board of the EDA,

We have applied for the improvement grant that the district is offering. We had initially pulled a permit to have a lighted marquee installed in place of our old changeable copy board that is currently on the poles below our existing sign. With the grant funds this will allow us to put in a new monument sign eliminating the old 16' sign. We will also be able to use our existing base. This will give us a nicer cleaner look and the new sign will be more visible below the trees that currently line Pickard Rd. We have in place all the funds necessary to complete the balance of the project. Signplicity of Traverse City currently has our deposit to start the project. Please let me know if there are any further questions.

Denny Mitchell

Mid Valley Structures

989-772-0010



## Mid Valley Structures

5152 E. Pickard Road



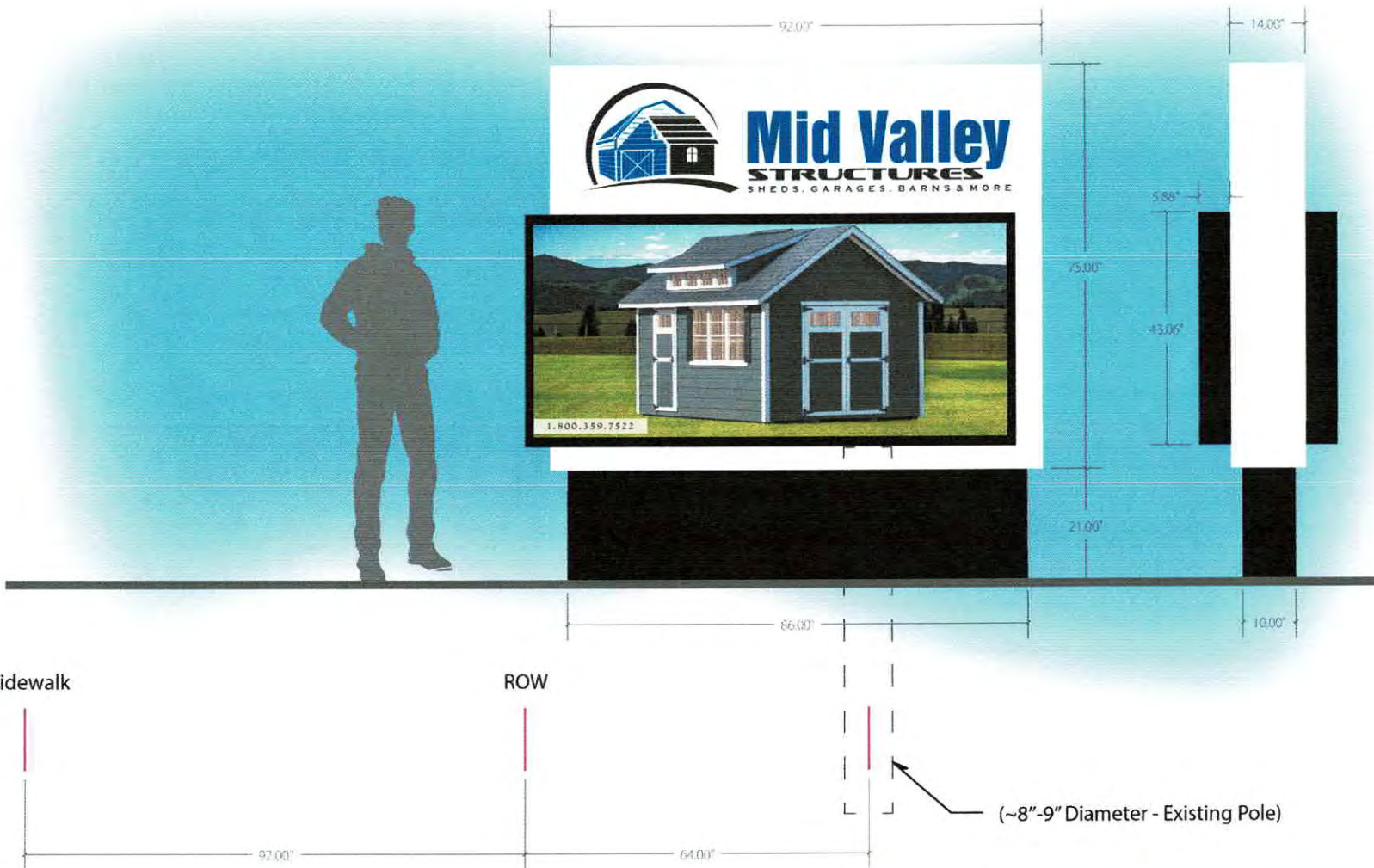
Map Publication:  
04/20/2023 1:32 PM



powered by  
**FetchGIS** 

**Disclaimer:** This map does not represent a survey or legal document and is provided on an "as is" basis. Isabella County expresses no warranty for the information displayed on this map document.





**Client:**

Mid Valley Structures

**Project:**

Monument Sign

**Quote | SO | Invoice #**

6750 & 6881

**Specifications:**

Sign Type: Monument

Face Type: Aluminum w/ Acrylic

Lighting: LED

Mounting: Center Pole, Saddle Mount

**Colors:**

**Date | Design Revisions:**

3 | 29 | 2023

**Designer:**

**Sales Person:**

kv

kv

**File Name | File Location**

Mid Valley Monument PROOF R0.pdf

**signplicity**  
sign systems

a sign of creativity.

1555 M37 Traverse City, MI 49685 | 231.943.3800 | signplicity.com



- We are using the same base  
- Existing Sign will be Removed





## REQUEST FOR EDA BOARD ACTION

**To:** Economic Development Authority Board

**DATE:** May 8, 2023

**FROM:** Rodney C. Nanney, AICP  
Community and Economic Development Director

**DATE FOR CONSIDERATION:** May 16, 2023

**ACTIONS REQUESTED:** To approve the M-20 Streetlighting Foundations Upgrade contract with J Ranck Electric in the amount of \$171,186.75 to perform all work as specified in the Quote document for the streetlight foundations restoration and replacement of the underground wiring on the south side of M-20; to amend the FY2023 East DDA Fund budget to authorize an additional appropriation of \$171,186.75 for this project; and to authorize the Township Manager to sign a service agreement with J Ranck Electric for this work.

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

Funds Budgeted in 2023: No   X   If Yes \_\_\_\_\_ Account # \_\_\_\_\_

Finance Approval \_\_\_\_\_

### **BACKGROUND INFORMATION**

As part of the MDOT Pickard Rd (M-20) reconstruction project the East DDA streetlights have been removed along both sides of the road within the project area. J Ranck Electric is the electrical contractor for the M-20 reconstruction project and was responsible for the streetlight removals. The fixtures are currently disassembled and securely stored inside shipping containers on the J Ranck Electric service yard.

On the north side of the road, the streetlight foundations and wiring have been removed completely to provide space for a temporary traffic lane during construction. MDOT and the project contractor are responsible for complete replacement and restoration of the streetlighting system on the north side of the road at no cost to the Township. However, the situation is different on the south side of the road, where the streetlight poles only were removed by the contractor as a precaution to minimize the possibility of construction related damage. With the removal of the streetlights on the south side it became evident that there are some age-related issues with the streetlight foundations and some of the electrical wiring.

MDOT and J Ranck Electric officials have advised the Township that it is necessary for the foundation and electrical upgrades to be performed before streetlights can be reassembled in place. The Community and Economic Development Director viewed the exposed foundations following the removals and agrees that improvements are necessary for safety purposes.

### **SCOPE OF SERVICES**

If approved, J Ranck Electric will remove and replace twenty streetlight foundations, removal of 3,651 feet of street light conduit and cable and reinstallation of 3,651 feet of PVC conduit and 10,953 feet of cable in conduit.

## **EVALUATION AND COSTS**

J Ranck is the MDOT contracted Electrical Contractor for the Pickard Rd (M-20) corridor construction. J Ranck Electric became the electrical contractor for the M-20 reconstruction project through a competitive bidding process and their cost proposal for the proposed scope of work reflects the same rates they are charging MDOT for the corresponding work on the north side of the roadway. Because of the comprehensive nature and very tight timeline of the road reconstruction, it is the opinion of staff that it would be impractical to undertake a competitive bidding process or to otherwise have a different contractor come into the project area to do the necessary work.

J Ranck has proposed to complete the requested construction for a total fee of \$171,186.75. If approved, the contract amount would be reflected in the amended FY2023 budget for the East DDA District. The Township has reviewed the J Ranck Electric Quote and brought to the EDA Board for review and action. It is the recommendation of staff that J Ranck Electric be authorized by the EDA Board to complete the scope of work as outlined in their Quote.

Please note that MDOT officials are currently working with the U.S. government officials responsible for oversight of this federally-funded project to secure agreement for MDOT to use a portion of the road project funding to pay for removal of the existing foundations and wiring. If this change order is accepted, it would reduce the Township's cost for this work by \$5,000.00 to no more than \$166, 186.75.

## **JUSTIFICATION**

The EDA Board oversees the Townships East Downtown Development Authority District and has invested substantial resources in the establishment and maintenance of streetlights along the E. Pickard Road (M-20) corridor in the East DDA District, which continues to attract new businesses and encourage growth for both new and existing businesses. The proposed scope of work will help to ensure that the reinstalled streetlights continue to safely serve their safety and aesthetic functions well into the future.

## **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**

Maintenance of the foundations and electricity for the streetlights along Pickard Road corridor is essential for the safety and well-being of the members of our community. (1.1, 1.3) The streetlights will continue to make the Pickard Rd. corridor an attractive business district as part of a vibrant community (1.1) and help all residents, visitors, (1.2) and prospective business investors feel welcomed (1.6).



### **PROJECT TIMETABLE**

The foundation and electrical reconstruction for the streetlights are anticipated to be completed in early October of this year, based on the current MDOT construction schedule. The overall road reconstruction project is scheduled to wrap up for this year before November 15, 2023.

### **RESOLUTION**

To approve the M-20 Streetlighting Foundations Upgrade contract with J Ranck Electric in the amount of \$171,186.75 to perform all work as specified in the Quote document for the streetlight foundations restoration and replacement of the underground wiring on the south side of M-20; to amend the FY2023 East DDA Fund budget to authorize an additional appropriation of \$171,186.75 for this project; and to authorize the Township Manager to sign a service agreement with J Ranck Electric for this work.

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

Yes:

No:

Absent:

\_\_\_\_\_  
Thomas Kequom, EDA Board Chair



**J. RANCK**  
**ELECTRIC, INC.**

**Mt. Pleasant, Michigan**  
1993 Gover Parkway  
Mt. Pleasant, MI 48858  
Phone: (800) 792-3822  
Fax: (989) 775-8830

April 17, 203

To: Union Township

Re: MDOT job#201005 M-20 street lighting quote

MDOT: The following is the price to upgrade the underground street lighting on the south side of M-20 for a cost of **\$171,186.75**

Included in this proposal is as follows:

- a. 20 street light foundation removals = \$5,000.00
- b. 20 Light Standard Foundation = \$42,000.00
- c. 23 Hand hole removals = \$5,750.00
- d. 23 Polymer Hand hole installation = \$29,900.00
- e. 3,651 feet of street light conduit removal = \$9,127.50
- f. 3,651 feet of 1.25" pvc conduit = \$46,550.25
- g. 3,651 feet removal of existing street light cable = \$3,651.00
- h. 3,651 feet of 1c#6 DB cable in conduit grounding cable = \$7,302.00
- i. 10,953 feet of 3-1c#6 DB cable in conduit = \$21,906.00

Not included in this proposal is as follows:

- a. Restoration
- b. New Electrical services (JRE to utilize existing electrical services)
- c. Surveying/staking

If you have any additional questions, please feel free to contact me at 989-205-2155 or at [ehall@jranck.com](mailto:ehall@jranck.com).

Thank you

Sincerely,

**J. RANCK ELECTRIC, INC.**  
Eric Hall

**Flint, Michigan**

3015 Airpark Drive North, Flint, MI 48507 | Fax: (810) 424-9750

**Sault Ste. Marie, Michigan**

511 Ashmun, Suite 201, Sault Ste. Marie, MI 49783 | Fax: (906) 632-7014

**WEBSITE:** [WWW.JRANCK.COM](http://WWW.JRANCK.COM)

