

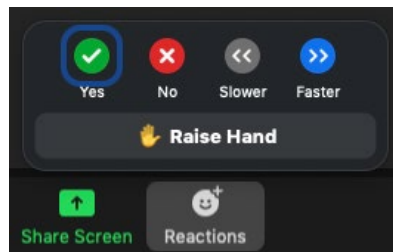
## Hybrid Meeting Instructions for the Economic Development Authority Board

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, July 18, 2023, at 4:30 p.m.**

**AGENDA**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
  - June 20, 2023, Regular Meeting
5. CORRESPONDENCE
6. PUBLIC COMMENT
7. REPORTS
  - A. Accounts payable Approval – June  
East DDA District #248 – Check Register  
West DDA District #250 – Check Register
  - B. June Financial Reports: Income / Expense Statement; Balance Sheet  
East DDA District #248  
West DDA District #250
  - C. Board Member Matrix
8. NEW BUSINESS
  - A. RFBA – Adoption of Budget Amendment #3 for the East and West DDA Funds
9. PENDING BUSINESS
10. DIRECTOR COMMENTS
11. ADJOURNMENT
  - Informational meeting scheduled for Tuesday, July 25, 2023, at 4:30pm
  - Informational meeting scheduled for Tuesday, August 15, 2023, at 4:30pm
  - Next regularly scheduled meeting Tuesday, August 15, 2023, following informational meeting.

**Charter Township of Union  
Economic Development Authority Board (EDA)  
Regular Board Meeting  
Tuesday, June 20, 2023**

**MINUTES**

A regular meeting of the Charter Township of Union Economic Development Authority Board was held on June 20, 2023, at the Union Township Hall 2010 S. Lincoln Rd, Mt. Pleasant, MI 48858.

**Meeting called to order at 4:31 p.m.**

**ROLL CALL**

Present: Kequom, Mielke, Bacon, Coyne, Barz, Figg, Sweet

Excused: Chowdhary

Absent: Zalud

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

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

MOTION by **Sweet** SUPPORTED by **Barz** to APPROVE minutes from May 16, 2023, meeting as presented. **MOTION CARRIED 7-0.**

**CORRESPONDENCE** – None

**PUBLIC COMMENT** - None

**ACCOUNTS PAYABLE/ FINANCIAL STATEMENTS**

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

MOTION by **Figg** SUPPORTED by **Bacon** to APPROVE the East DDA payables 5/17/23 – 6/20/23 in the amount of \$82,097.40 as presented. **MOTION CARRIED 7-0.**

Finance Director, Sherrie Teall reviewed the accounts payable for the West DDA. MOTION by **Figg** SUPPORTED by **Coyne** to APPROVE the West DDA payables 5/17/23 – 6/20/23 in the amount of \$66,190.91 as presented. **MOTION CARRIED 7-0.**

Financial reports were RECEIVED AND FILED by Chair Kequom

## **NEW BUSINESS**

A. Community and Economic Development Director Rodney Nanney presented the 2022 Annual Synopsis of the East and West District Activities required per Public Act 57 of 2018.

B. **RFBA – To amend FY2023 East and West DDA Fund budgets for the bulk digitization of DDA-related records in accordance with the state Records Reproduction Act and applicable state standards.** Community and Economic Development Director Rodney Nanney reviewed RFBA. Discussion held.

MOTION by **Barz** SUPPORTED by **Sweet** to approve a FY2023 budget amendment in the amount of \$21,000.00 to be split equally between the East DDA 248 Fund & West DDA 250 Fund for the bulk digitization of historical DDA District records in accordance with the state Records Reproduction Act and applicable state standards for capturing digital images from paper records, and to authorize the Township Manager to enter in to a service agreement with Graphic Sciences for this work. **MOTION CARRIED, 7 – Yes, 0 – No, 2 – Absent.**

C. **RFBA – Pump station #1 Construction Project Participation Agreement.** Community and Economic Development Director Rodney Nanney reviewed RFBA. Discussion held.

MOTION by **Sweet** SUPPORTED by **Coyne** to Approve the Participation Agreement with the Charter Township of Union Board of Trustees for the Pump Station #1 Construction Project and a budget amendment to the FY2023 EdA Budget in the amount of \$160,000.00. **MOTION CARRIED, 7 – Yes, 0 – No, 2 – Absent.**

Dave Coyne excused himself from the meeting at 5:16pm

D. **RFBA – Review of bids to prep and re-paint the streetlight poles currently in storage during the E. Pickard Rd (M-20) reconstruction.** Community and Economic Development Director Rodney Nanney reviewed RFBA. Discussion held.

MOTION by **Sweet** SUPPORTED **Figg** to reject all the current bids and to do nothing at this time with streetlight painting or powder coating. **MOTION CARRIED, 6 – Yes, 0 – No, 3 – Absent.**

## **DIRECTOR COMMENTS**

- Pump Station #1 is estimated to be completed in 2023.
- Updates on irrigation along Pickard corridor
- M-20/Isabella Rd intersection closure for Friday and Saturday
- Addressed concern on depth of conduit for irrigation along Pickard Rd
- Mentioned possible park improvements.
- Update on fitness court going in at McDonald Park
- Mentioned Consumers tree grants and looking to apply in 2024 for the Pickard Rd corridor.

- Thanked Dave Breedlove with Pleasant Thyme Herb Farm and Thielen Turf for their work along Pickard Rd during construction.
- Replacing gateway banners possibly set for next year.

### **GENERAL DISCUSSION**

- Barz inquired on Krist Oil project.
- Bandit Industries is continuing to hire.
- Mielke & Kequom liked the 2022 Synopsis report.

### **BOARD COMMENTS**

- Bacon inquired on 5243 Jonathon Lane sidewalk.
- Figg mentions grants for trees.

Next regular EDA meeting to be held on Tuesday, July 18, 2023, at 4:30pm  
Reminder of the July 25, 2023, informational meeting  
Meeting adjourned at 5:49pm

### **APPROVED BY**

---

**Thomas Kequom, EDA Board Chair**

**(Recorded by Amy Peak)**



## Community and Economic Development Department

2010 S. Lincoln Rd.  
Mt. Pleasant, MI 48858  
989-772-4600 ext. 232

<b>TO:</b> Lisa Cody, Clerk, Charter Township of Union, via email Nicole Frost, County Administrator, Isabella County, via email Tim Hood, President, Mid Michigan College, via email	<b>DATE:</b> July 3, 2023
<b>FROM:</b> Rodney C. Nanney, AICP, Community and Economic Development Director	

### **Notice of EDA Board Special Informational Meetings**

Please accept this as a notification of and an invitation to attend one of the two (2) upcoming special informational meetings that will be held by the Charter Township of Union's Economic Development Authority (EDA) Board. **These meetings will be held in-person on Tuesday, July 25, 2023 and on Tuesday, August 15, 2023 at 4:30pm in the Township Hall Board Room at 2010 S. Lincoln Rd., Mt. Pleasant, MI 48858.** Options to participate remotely are also available – please contact me for more information.

The EDA Board is the body appointed by the Township's elected Board of Trustees to govern the Township's East and West Downtown Development Authority (DDA) Districts in accordance with the requirements of Public Act 57 of 2018 (Recodified Tax Increment Financing Act, MCL 125.4101 et seq.). Per Act 57, the purpose of these informational meetings is to inform and to invite comments and questions from representatives of the governing bodies of each jurisdiction levying taxes subject to capture in the DDA Districts, and also from the public, about the adopted DDA District development plans, the EDA Board's goals and direction for the Districts, and projects to be undertaken in the coming year.

### **2022 Annual Report**

In addition to the required informational meetings, Act 57 requires annual reporting to the public and State of Michigan of detailed information on the capture and use of tax increment revenues in the DDA Districts, information on debt, and the progress or status of the East and West DDA Development Plans, so the public and the State of Michigan can evaluate the effectiveness of tax increment financed programs. A copy of the [Annual Synopsis of EDA Board Activities for 2022](#), a summary of the annual financial audit of the DDA District Funds, and additional information is available on the Township website under [Boards and Commissions/Economic Development Authority](#), or at the following link:

<http://www.uniontownshipmi.com/BoardsCommissions/EconomicDevelopmentAuthority/EDAAnnualSynopsisofActivities.aspx>

Please contact me at (989) 772-4600 ext. 232, or via email at [RNanney@uniontownshipmi.com](mailto:RNanney@uniontownshipmi.com), with any questions about this information.

Respectfully submitted,

**Rodney C. Nanney, AICP, Director**

Community and Economic Development Department

07/12/2023 01:44 PM  
User: SHERRIE  
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
CHECK DATE FROM 06/21/2023 - 07/18/2023

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 248 EDDA CHECKING						
06/22/2023	248	104 (E)	00146	CONSUMERS ENERGY	1940 S ISABELLA RD	45.86
					4592 E PICKARD ST STE B	29.57
					5771 E PICKARD RD STE B	29.57
					5771 E PICKARD RD STE A	54.43
					5770 E PICKARD ST STE B	29.57
					5770 E PICKARD ST STE A	40.05
					5157 E PICKARD ST STE B	29.43
					2027 FLORENCE ST	10.90
					4923 E PICKARD ST	10.90
					4592 E PICKARD ST STE A	10.90
					5325 E PICKARD ST	10.90
					2029 2ND ST	10.90
					5157 E PICKARD ST STE A	10.90
					4675 E PICKARD ST	10.90
					4900 E PICKARD ST	10.90
						<u>345.68</u>
07/18/2023	248	4343	00072	BLOCK ELECTRIC	INSTALL ART REACH BANNERS	630.00
07/18/2023	248	4344	00722	CHARTER TOWNSHIP OF UNION	UTILITY BILLING-2ND Q 2023	2,231.58
07/18/2023	248	4345	00907	MID MICHIGAN CABLE CONSORTIUM	2023 VIDEO RECORDING CONTRACT-EDA MEETIN	367.50
07/18/2023	248	4346	00530	PLEASANT THYME HERB FARM	WEED/WATER/PLANTING-MAY/JUN 2023	2,950.00
07/18/2023	248	4347	00649	THIELEN TURF IRRIGATION, INC.	PICKARD STREET STARTUP/REPAIRS	4,284.00
					PICKARD STREET IRRIGATION REPAIRS	50.00
						<u>4,334.00</u>
07/18/2023	248	4348	00676	UNION TOWNSHIP SEWER FUND	CONTR TO SEWER PUMP STN #1 PROJECT	<u>160,000.00</u>
248 TOTALS:						

Total of 7 Disbursements:

170,858.76

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 250 WDDA CHECKING						
07/18/2023	250	290	00907	MID MICHIGAN CABLE CONSORTIUM	2023 VIDEO RECORDING CONTRACT-EDA MEETIN	367.50
250 TOTALS:						
Total of 1 Checks:						367.50
Less 0 Void Checks:						0.00
Total of 1 Disbursements:						367.50



PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	YTD BALANCE	2023		YTD BALANCE	% BDGT
		06/30/2022	ORIGINAL	2023	06/30/2023	
		NORMAL (ABNORMAL)	BUDGET	AMENDED BUDGET	NORMAL (ABNORMAL)	USED
Fund 248 - EAST DDA FUND						
Revenues						
Dept 000 - NONE						
248-000-402.000	CURRENT PROPERTY TAX	506,459.10	515,000.00	515,000.00	516,934.75	100.38
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	3.63	1.21
248-000-445.000	INTEREST ON TAXES	0.00	500.00	500.00	0.66	0.13
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	1,205.04	8,600.00	8,600.00	25,612.94	297.82
248-000-671.000	OTHER REVENUE	14,820.00	1,000.00	1,000.00	0.00	0.00
Total Dept 000 - NONE		522,484.14	581,150.00	581,150.00	542,551.98	93.36
TOTAL REVENUES		522,484.14	581,150.00	581,150.00	542,551.98	93.36
Expenditures						
Dept 000 - NONE						
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	5,977.50	12,300.00	12,300.00	4,695.75	38.18
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	10,314.00	28,500.00	28,500.00	981.00	3.44
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	13,846.55	20,000.00	20,000.00	4,466.75	22.33
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	8,028.25	21,000.00	21,000.00	2,950.00	14.05
248-000-801.015	STREET LIGHT BANNERS/CHRISTMAS	8,717.00	20,000.00	20,000.00	5,355.00	26.78
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	5,500.00	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	157.50	500.00	500.00	162.50	32.50
248-000-917.000	WATER & SEWER CHARGES	8,880.83	18,000.00	18,000.00	2,290.31	12.72
248-000-920.000	ELECTRIC/NATURAL GAS	5,568.45	14,000.00	14,000.00	4,426.06	31.61
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		75,253.30	207,075.00	207,075.00	32,084.16	15.49
Dept 336 - FIRE DEPARTMENT						
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	78,174.73	80,000.00	80,000.00	79,658.26	99.57
Total Dept 336 - FIRE DEPARTMENT		78,174.73	80,000.00	80,000.00	79,658.26	99.57
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	160,000.00	160.00
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
248-728-967.600	PARKS PROJECTS	10,000.00	0.00	0.00	0.00	0.00
248-728-974.000	LAND IMPRVMENTS-GENERAL	15,858.82	20,000.00	20,000.00	50.45	0.25
248-728-974.200	LAND IMPRVMENTS-PICKARD RIGHT OF WAY	0.00	80,000.00	80,000.00	0.00	0.00
248-728-974.201	LAND IMPRVMENTS-5800 PICKARD/ENTERPRIS	0.00	40,000.00	40,000.00	0.00	0.00
248-728-974.202	LAND IMPRVMENTS-2120 YATS DR	0.00	0.00	0.00	11,975.00	100.00

## PERIOD ENDING 06/30/2023

		YTD BALANCE 06/30/2022	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	YTD BALANCE 06/30/2023	% BDGT USED
GL NUMBER	DESCRIPTION	NORMAL (ABNORMAL)			NORMAL (ABNORMAL)	
Fund 248 - EAST DDA FUND						
Expenditures						
248-728-974.203	LAND IMPRVMENTS-JONATHON LANE	180.00	75,000.00	75,000.00	0.00	0.00
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		26,038.82	1,180,000.00	1,180,000.00	172,025.90	14.58
TOTAL EXPENDITURES		179,466.85	1,467,075.00	1,467,075.00	283,768.32	19.34
Fund 248 - EAST DDA FUND:						
TOTAL REVENUES		522,484.14	581,150.00	581,150.00	542,551.98	93.36
TOTAL EXPENDITURES		179,466.85	1,467,075.00	1,467,075.00	283,768.32	19.34
NET OF REVENUES & EXPENDITURES		343,017.29	(885,925.00)	(885,925.00)	258,783.66	29.21

## PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	YTD BALANCE 06/30/2022		2023 ORIGINAL BUDGET		2023 AMENDED BUDGET		YTD BALANCE 06/30/2023		% BDGT USED
		NORMAL	(ABNORMAL)					NORMAL	(ABNORMAL)	
Fund 250 - WEST DDA FUND										
Revenues										
Dept 000 - NONE										
250-000-402.000	CURRENT PROPERTY TAX	397,780.60		413,000.00		413,000.00		414,115.58		100.27
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		19.11		95.55
250-000-445.000	INTEREST ON TAXES	0.00		200.00		200.00		106.61		53.31
250-000-665.000	INTEREST EARNED	2,243.98		8,600.00		8,600.00		11,864.47		137.96
Total Dept 000 - NONE		400,024.58		417,820.00		417,820.00		426,105.77		101.98
TOTAL REVENUES		400,024.58		417,820.00		417,820.00		426,105.77		101.98
Expenditures										
Dept 000 - NONE										
250-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	3,167.50		5,270.00		5,270.00		3,292.50		62.48
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	5,500.00		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	157.50		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	PROJECTS	0.00		40,000.00		40,000.00		0.00		0.00
Total Dept 000 - NONE		8,825.00		104,020.00		104,020.00		7,455.00		7.17
Dept 336 - FIRE DEPARTMENT										
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	63,255.49		64,000.00		64,000.00		65,765.91		102.76
Total Dept 336 - FIRE DEPARTMENT		63,255.49		64,000.00		64,000.00		65,765.91		102.76
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		72,555.49		168,195.00		168,195.00		73,220.91		43.53
Fund 250 - WEST DDA FUND:										
TOTAL REVENUES		400,024.58		417,820.00		417,820.00		426,105.77		101.98
TOTAL EXPENDITURES		72,555.49		168,195.00		168,195.00		73,220.91		43.53
NET OF REVENUES & EXPENDITURES		327,469.09		249,625.00		249,625.00		352,884.86		141.37

Fund 248 EAST DDA FUND

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	13,000.08
248-000-002.000	SAVINGS	718,699.44
248-000-003.001	CERTIFICATE OF DEPOSIT	1,553,782.76
248-000-128.000	ASSETS HELD FOR SALE	20,463.92
<b>Total Assets</b>		<b>2,305,946.20</b>
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	170,513.08
<b>Total Liabilities</b>		<b>170,513.08</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>258,783.66</b>
<b>Ending Fund Balance</b>		<b>2,135,433.12</b>
<b>Total Liabilities And Fund Balance</b>		<b>2,305,946.20</b>

Fund 250 WEST DDA FUND

GL Number	Description	Balance
*** Assets ***		
250-000-001.000	CASH	6,626.61
250-000-002.000	SAVINGS	115,294.73
250-000-002.001	SHARES	53.70
250-000-003.001	CERTIFICATE OF DEPOSIT	1,062,250.09
<b>Total Assets</b>		<b>1,184,225.13</b>
*** Liabilities ***		
250-000-202.000	ACCOUNTS PAYABLE	367.50
<b>Total Liabilities</b>		<b>367.50</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>352,884.86</b>
<b>Ending Fund Balance</b>		<b>1,183,857.63</b>
<b>Total Liabilities And Fund Balance</b>		<b>1,184,225.13</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-Chair	Liz	Presnell	12/31/2025
2 -Vice Chair	Richard	Barz	12/31/2025
3- PC Rep	Ryan	Buckley	2/15/2025
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-Chair	Thomas	Kequom	4/14/2027
2-VC/BOT Rep	Bryan	Mielke	11/20/2024
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	6/22/2027
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



## REQUEST FOR ECONOMIC DEVELOPMENT AUTHORITY ACTION

**To:** Mark Stuhldreher, Township Manager

**DATE:** July 11, 2023

**FROM:** Sherrie Teall, Finance Director

**DATE FOR EDA CONSIDERATION:** July 18, 2023

**ACTION REQUESTED:** Approve Budget Amendment #3 for the 248 - East DDA fund and 250 - West DDA fund.

**\*\*It should be noted:** On July 26, 2023, this amendment to the East DDA fund and the West DDA fund will go to the Board of Trustees for approval after the EDA Board recommends their approval

Current Action   X  

Emergency           

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

Finance Approval            Sherrie Teall   

### **BACKGROUND INFORMATION**

It is recommended that the Fiscal Year 2023 budget be amended by the Economic Development Authority per the attached for the funds listed above. Detailed changes to the respective accounts are attached. A brief description of the significant amendments follows.

#### **East DDA Fund**

- Revenue
  - An Increased Budget for State Aid Revenue of \$9,000 is recognized
  - The Budget for Interest Earned is Increased \$51,400 due to higher interest rates
  - Total net revenue from all adjustments is an increase of \$60,400 for the East DDA fund
- Expenditures
  - Increased budget \$10,500 for the bulk digitization of the historical East DDA records
  - Increased budget \$300 due to rising costs for insurance coverage
  - Decreased budget \$100,000 for the Summerton Rd Sewer Extension engineering plan delayed until fiscal year 2024
  - Increased Budget \$172,000 for the Pickard Streetlight foundation upgrade with J Ranck Electric
  - Decreased Budget \$75,000 for the irrigation reconstruction project because the work has to wait until the construction on Pickard Rd is complete, this will likely commence in 2024
  - Increased Budget \$13,000 is recognized for improvements to the property on Yats Drive that were not completed in 2022, the project was completed in 2023
  - Total net additional expenditures from all adjustments is a net increase of \$20,800 in the East DDA Fund



The summary budget amendment for the East DDA Fund is:

Revenues:		\$ 60,400
-----------	--	-----------

Expenditures:		
	728-Economic Development	20,800

Total Expenditures		\$ 20,800
--------------------	--	-----------

- The resulting net impact of the budget amendment is to increase projected year end fund balance by \$39,600 compared to the existing amended budget

#### **West DDA Fund**

- Revenue
  - An Increased Budget for State Aid Revenue of \$1,800 is recognized
  - The Budget for Interest Earned is increased \$22,400 due to higher interest rates
  - Total net revenue from all adjustments is an increase of \$24,200 for the West DDA Fund
- Expenditures
  - Increased budget \$10,500 for the bulk digitization of the historical West DDA records
  - Decreased budget \$40,000 for the E. Remus Road Streetscape/Streetlights project likely to begin in 2024 instead of 2023
  - Increased the Fire Protection budget \$1,800 to account for the actual amounts captured & returned per the agreement
  - Total net expenditures from all adjustments is a decrease of \$27,700 in the WDDA

The summary budget amendment for the West DDA Fund is:

Revenues:		\$ 24,200
-----------	--	-----------

Expenditures	728-Economic Development	(\$ 29,500)
	336-Fire Department	\$ 1,800

Total Expenditures		(\$ 27,700)
--------------------	--	-------------

- The resulting net impact of the budget amendment is to increase projected year end fund balance by \$51,900 compared to the existing original 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 and/or expenditures are likely to differ from the originally adopted budget. Sound financial management practices also dictate that the budget be amended in order to understand the current state of Authority finances so that any necessary adjustments in operations can be considered.

**PROJECT IMPROVEMENTS**

The following Board of Trustees goals are addressed in these budget amendments (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
- 5. Natural Environment
- 6. Commerce

**COSTS**

**PROJECT TIME TABLE**

Respective budgets will be updated in the accounting system as soon as practical following approval by the EDA and the Board of Trustees.

**RESOLUTION**

Authorization is hereby given to amend the Fiscal Year 2023 budget for the East and West DDA funds in the respective net amounts of \$39,600 in the 248 - East DDA Fund and \$51,900 in the 250 – West DDA Fund

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

Yes:

No:

Absent:

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

**Charter Township of Union**  
**248 - East DDA Fund**  
**2023 Budget Amendment #3**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	YTD BALANCE 6/30/2023	2023 PROPOSED AMENDED BUDGET	2023 PROPOSED BUDGET AMENDMENT
<b>Revenues</b>							
248-000-402.000	CURRENT PROPERTY TAX	506,459.10	515,000.00	515,000.00	516,934.75	515,000.00	0.00
248-000-402.001	PROPERTY TAX REFUNDS-BOR MTT	(9,873.09)	(4,000.00)	(4,000.00)	0.00	(4,000.00)	0.00
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	0.00	300.00	300.00	3.63	300.00	0.00
248-000-445.000	INTEREST ON TAXES	0.00	500.00	500.00	0.66	500.00	0.00
248-000-573.000	STATE AID REVENUE-LCSA	62,229.26	60,000.00	60,000.00	0.00	69,000.00	9,000.00
	*Increased Budget for Personal Property Tax Loss Reimbursement Filing						
248-000-665.000	INTEREST EARNED	6,537.73	8,600.00	8,600.00	20,726.24	60,000.00	51,400.00
	*Increased Budget for Interest Earned due to Increased Interest Rates						
248-000-671.000	OTHER REVENUE	14,820.00	1,000.00	1,000.00	0.00	1,000.00	0.00
TOTAL REVENUES		580,173.00	581,150.00	581,150.00	537,665.28	641,550.00	60,400.00
<b>Expenditures</b>							
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	10,300.00	12,300.00	12,300.00	4,328.25	22,800.00	10,500.00
	*Increased the Budget for the Bulk digitization of the historical East DDA records-Total of \$21,000 split equally between East & West DDAs						
248-000-801.001	MAINT- BENCHES/TRASH RECEPTACLES	0.00	5,000.00	5,000.00	0.00	5,000.00	0.00
248-000-801.003	SIDEWALK SNOWPLOWING	7,000.00	11,000.00	11,000.00	4,550.00	11,000.00	0.00
248-000-801.004	LAWN CARE	25,454.00	28,500.00	28,500.00	981.00	28,500.00	0.00
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	28,035.46	20,000.00	20,000.00	132.75	20,000.00	0.00
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	14,403.75	21,000.00	21,000.00	0.00	21,000.00	0.00
248-000-801.015	STREET LIGHT BANNERS/CHRISTMAS	21,509.57	20,000.00	20,000.00	4,725.00	20,000.00	0.00
248-000-826.000	LEGAL FEES	0.00	4,000.00	4,000.00	0.00	4,000.00	0.00
248-000-851.000	MAIL/POSTAGE	0.00	750.00	750.00	0.00	750.00	0.00
248-000-880.000	COMMUNITY PROMOTION	5,500.00	9,000.00	9,000.00	500.00	9,000.00	0.00
248-000-883.000	COMMUNITY IMPROVEMENT GRANTS	0.00	40,000.00	40,000.00	0.00	40,000.00	0.00
248-000-900.000	PRINTING & PUBLISHING	11.97	250.00	250.00	0.00	250.00	0.00
248-000-915.000	MEMBERSHIP & DUES	315.00	500.00	500.00	162.50	500.00	0.00
248-000-917.000	WATER & SEWER CHARGES	24,385.21	18,000.00	18,000.00	159.63	18,000.00	0.00
248-000-920.000	ELECTRIC/NATURAL GAS	10,236.77	14,000.00	14,000.00	4,426.06	14,000.00	0.00
248-000-935.000	PROPERTY/LIABILITY INSURANCE	1,869.58	1,800.00	1,800.00	1,706.79	2,100.00	300.00
	*Increased Budget due to Rising Costs for Insurance Coverage						
248-000-940.000	LEASE/RENT	1,135.00	875.00	875.00	0.00	875.00	0.00
248-000-955.000	MISC.	0.00	100.00	100.00	0.00	100.00	0.00
Total GENERAL OPERATING		150,156.31	207,075.00	207,075.00	21,671.98	217,875.00	10,800.00

Dept 336 - FIRE DEPARTMENT

**Charter Township of Union**  
**248 - East DDA Fund**  
**2023 Budget Amendment #3**

248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	78,174.73	80,000.00	80,000.00	79,658.26	80,000.00	0.00
Total Dept 336 - FIRE DEPARTMENT		78,174.73	80,000.00	80,000.00	79,658.26	80,000.00	0.00
Dept 728 - ECONOMIC DEVELOPMENT							
248-728-967.200	WATER SYSTEM PROJECTS	0.00	100,000.00	100,000.00	0.00	100,000.00	0.00
248-728-967.300	SEWER SYSTEM PROJECTS	0.00	100,000.00	260,000.00	0.00	160,000.00	(100,000.00)
*Reduced Budget for Summerton Rd Sewer Extension Engineering moved to 2024 Budget							
248-728-967.400	STREET/ROAD PROJECTS	0.00	400,000.00	400,000.00	0.00	572,000.00	172,000.00
*Increased Budget for Pickard Street Streetlighting Foundation Upgrade Contract with J Ranck Electric							
248-728-967.500	SIDEWALK/PATHWAY PROJECTS	0.00	340,000.00	340,000.00	0.00	340,000.00	0.00
248-728-967.600	PARKS PROJECTS	10,060.00	0.00	0.00	0.00	0.00	0.00
248-728-974.000	LAND IMPRVMENTS-GENERAL	15,858.82	20,000.00	20,000.00	0.00	20,000.00	0.00
248-728-974.200	LAND IMPRVMENTS-PICKARD RIGHT OF WAY	0.00	80,000.00	80,000.00	0.00	5,000.00	(75,000.00)
*Irrigation Reconstruction Project moved to 2024 Budget-Unable to do the work during the construction on Pickard St.							
248-728-974.201	LAND IMPRVMENTS-5800 PICKARD/ENTERPRISE	0.00	40,000.00	40,000.00	0.00	40,000.00	0.00
248-728-974.202	LAND IMPRVMENTS-2120 YATS DR	0.00	0.00	0.00	11,925.00	13,000.00	13,000.00
*Increased Budget for the improvements to Yats Drive that were not completed in 2022, the work on the project was completed in 2023.							
248-728-974.203	LAND IMPRVMENTS-JONATHON LANE	180.00	75,000.00	75,000.00	0.00	75,000.00	0.00
248-728-974.205	LAND IMPRVMENTS-HONEY BEAR LN	0.00	25,000.00	25,000.00	0.00	25,000.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		26,098.82	1,180,000.00	1,340,000.00	11,925.00	1,350,000.00	10,000.00
TOTAL EXPENDITURES		254,429.86	1,467,075.00	1,627,075.00	113,255.24	1,647,875.00	20,800.00
TOTAL REVENUES		580,173.00	581,150.00	581,150.00	537,665.28	641,550.00	60,400.00
TOTAL EXPENDITURES		254,429.86	1,467,075.00	1,627,075.00	113,255.24	1,647,875.00	20,800.00
NET OF REVENUES & EXPENDITURES		325,743.14	(885,925.00)	(1,045,925.00)	424,410.04	(1,006,325.00)	39,600.00
BEGINNING FUND BALANCE		1,550,905.00	1,876,648.14	1,876,648.14	1,876,648.14	1,876,648.14	
ENDING FUND BALANCE		1,876,648.14	990,723.14	830,723.14	2,301,058.18	870,323.14	

**Charter Township of Union**  
**250 - West DDA Fund**  
**2023 Budget Amendment #3**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2022	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	YTD BALANCE 6/30/2023	2023 PROPOSED AMENDED BUDGET	2023 PROPOSED BUDGET AMENDMENT
Revenues							
250-000-402.000	CURRENT PROPERTY TAX	397,780.60	413,000.00	413,000.00	414,115.58	413,000.00	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	26.60	20.00	20.00	19.11	20.00	0.00
250-000-445.000	INTEREST ON TAXES	2.66	200.00	200.00	106.61	200.00	0.00
250-000-573.000	STATE AID REVENUE-LCSA	321.24	0.00	0.00	0.00	1,800.00	1,800.00
	*Increased Budget for Personal Property Tax Loss Reimbursement Filing						
250-000-665.000	INTEREST EARNED	7,591.22	8,600.00	8,600.00	9,923.41	31,000.00	22,400.00
	*Increased Budget for Interest Earned due to Increased Interest Rates						
TOTAL REVENUES		405,722.32	417,820.00	417,820.00	424,164.71	442,020.00	24,200.00
Expenditures							
250-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	3,167.50	5,270.00	5,270.00	2,925.00	15,770.00	10,500.00
	*Increased the Budget for the Bulk digitization of the historical West DDA records-Total of \$21,000 split equally between East & West DDAs						
250-000-801.003	SIDEWALK SNOWPLOWING	1,000.00	8,000.00	8,000.00	3,500.00	8,000.00	0.00
250-000-826.000	LEGAL FEES	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00
250-000-851.000	MAIL/POSTAGE	0.00	750.00	750.00	0.00	750.00	0.00
250-000-880.000	COMMUNITY PROMOTION	5,500.00	8,000.00	8,000.00	500.00	8,000.00	0.00
250-000-883.000	COMMUNITY IMPROVEMENT GRANTS	0.00	40,000.00	40,000.00	0.00	40,000.00	0.00
250-000-900.000	PRINTING & PUBLISHING	0.00	500.00	500.00	0.00	500.00	0.00
250-000-915.000	MEMBERSHIP & DUES	315.00	400.00	400.00	162.50	400.00	0.00
250-000-955.000	MISC.	0.00	100.00	100.00	0.00	100.00	0.00
250-000-967.000	PROJECTS	0.00	40,000.00	40,000.00	0.00	0.00	(40,000.00)
	*Reduced Budget for the E. Remus Road Streetscape/Streetlights Project likely to begin in 2024 instead of 2023						
250-000-967.400	STREET/ROAD PROJECTS	450,594.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - GENERAL OPERATING		460,576.50	104,020.00	104,020.00	7,087.50	74,520.00	(29,500.00)
Dept 336 - FIRE DEPARTMENT							
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	63,255.49	64,000.00	64,000.00	65,765.91	65,800.00	1,800.00
	*Increased Budget for the Fire Protection \$1,800 to cover the actual amounts captured & returned per the agreement						
Total Dept 336 - FIRE DEPARTMENT		63,255.49	64,000.00	64,000.00	65,765.91	65,800.00	1,800.00
Dept 728 - ECONOMIC DEVELOPMENT							
250-728-940.000	LEASE/RENT	475.00	175.00	175.00	0.00	175.00	0.00
250-728-967.500	SIDEWALK/PATHWAY PROJECTS	524,940.36	0.00	0.00	0.00	0.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		525,415.36	175.00	175.00	0.00	175.00	0.00

**Charter Township of Union**  
**250 - West DDA Fund**  
**2023 Budget Amendment #3**

TOTAL EXPENDITURES	1,049,247.35	168,195.00	168,195.00	72,853.41	140,495.00	(27,700.00)
TOTAL REVENUES	405,722.32	417,820.00	417,820.00	424,164.71	442,020.00	24,200.00
TOTAL EXPENDITURES	1,049,247.35	168,195.00	168,195.00	72,853.41	140,495.00	(27,700.00)
NET OF REVENUES & EXPENDITURES	(643,525.03)	249,625.00	249,625.00	351,311.30	301,525.00	51,900.00
BEGINNING FUND BALANCE	1,474,497.00	830,971.97	830,971.97	830,971.97	830,971.97	
ENDING FUND BALANCE	830,971.97	1,080,596.97	1,080,596.97	1,182,283.27	1,132,496.97	