

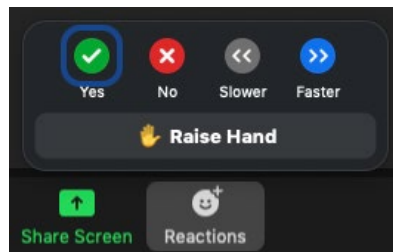
Hybrid Meeting Instructions for the Economic Development Authority Board

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
Tuesday, November 21, 2023, at 4:30 p.m.**

AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES
 - October 17, 2023, Regular Meeting
6. PRESENTATIONS
7. PUBLIC COMMENT
8. REPORTS
 - A. Accounts payable Approval – October
East DDA District #248 – Check Register
West DDA District #250 – None
 - B. October Financial Reports: Income / Expense Statement; Balance Sheet
East DDA District #248
West DDA District #250
 - C. Board Member Matrix
9. NEW BUSINESS
 - A. RFBA – Authorization for Participation in the 2024 Art Reach Festival of Banners
 - B. RFBA – Selection of successful bidder for East and West DDA Districts sidewalk snowplowing.
10. PENDING BUSINESS
11. DIRECTOR COMMENTS
12. ADJOURNMENT - Next regularly scheduled meeting Tuesday, December 19, 2023, at 4:30pm

**Charter Township of Union
Economic Development Authority Board (EDA)
Regular Board Meeting
Tuesday, October 17, 2023**

MINUTES

A regular meeting of the Charter Township of Union Economic Development Authority Board was held on October 17, 2023, at the Union Township Hall 2010 S. Lincoln Rd, Mt. Pleasant, MI 48858.

Meeting called to order at 4:32 p.m.

ROLL CALL

Present: Kequom, Bacon, Figg, Sweet, and Zalud

Excused: Barz and Coyne

Absent: Chowdhary and Mielke

Others Present: Rodney Nanney – Community & Economic Development Director, Sherrie Teall – Finance Director, and Tera Green – Administrative Assistant

APPROVAL OF AGENDA

MOTION by **Figg** SUPPORTED by **Zalud** to APPROVE the agenda as presented. **MOTION CARRIED 5-0.**

APPROVAL OF MINUTES

MOTION by **Bacon** SUPPORTED by **Zalud** to APPROVE minutes from September 19, 2023, regular meeting with an amendment to strike “when repaving is warranted in the future” from Zalud’s Board Comments. **MOTION CARRIED 5-0.**

PRESENTATION - None

PUBLIC COMMENT - None

ACCOUNTS PAYABLE/ FINANCIAL STATEMENTS

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

MOTION by **Zalud** SUPPORTED by **Figg** to APPROVE the East DDA payables 9/20/23 – 10/17/23 in the amount of \$3,878.06 as presented. **MOTION CARRIED 5-0.**

Finance Director, Sherrie Teall reviewed the accounts payable for the West DDA. MOTION by **Figg** SUPPORTED by **Sweet** to APPROVE the West DDA payables 9/20/23 – 10/17/23 in the amount of \$409.14 as presented. **MOTION CARRIED 5-0.**

Financial reports were RECEIVED AND FILED by Chair Kequom

NEW BUSINESS

A. **RFBA – Adoption of the 2024 Schedule of EDA Board Meetings**

Nanney presented the 2024 Meeting Schedule. Discussion held.

MOTION by **Sweet** SUPPORTED by **Figg** to approve the schedule of regular and informational meetings of the Economic Development Authority for the 2024 calendar year to take place at

4:30 p.m. on the third Tuesday of each month, except as otherwise noted in the schedule, in accordance with the requirements of the Open Meeting Act. **MOTION CARRIED 5-0.**

B. RFBA – FY2023 Budget Amendment #5 Approval and to Recommend to the Board of Trustees for Final Action

Finance Director Sherrie Teall reviewed the RFBA. Discussion held.

MOTION by **Figg** SUPPORTED by **Sweet** to authorize to amend the Fiscal Year 2023 budget for the East DDA fund in the net amount of (\$1,029,250) in the 248 – East DDA Fund. **MOTION CARRIED 5-0.**

C. RFBA – East – West DDA Funds – FY2024 Budget Approval and to Recommend to the Board of Trustees for Final Action

Discussion held.

Sweet would like more information on funding \$550,000 for potential land assembly. Zalud proposed to amend the 2024 budget by \$50,000 to plan for engineer work to make an all-weather road from M-20 down Lincoln to the bridge. Kequom agrees with Zalud proposal and has thought of how that would look for the civil engineering. Figg expressed interest in budgeting for a study to be done and believes it to be very forward looking.

MOTION by **Zalud** SUPPORTED by **Figg** to approve the fiscal year 2024 Budget for the East DDA Fund and West DDA Fund, with the addition to the West DDA of an additional line item of \$50,000 toward development of a plan for an all-season road, storm drainage, pedestrian pathways, and street lighting along S. Lincoln Rd. from E. Remus Rd. (M-20) south to the Chippewa River Bridge, and to forward the approved 2024 budgets to the Township Board of Trustees with a recommendation for final adoption. **MOTION CARRIED 5-0.**

DIRECTOR COMMENTS

- Doug's Small Engine will not be extending their contract for sidewalk snowplowing services. There will be a RFBA for bids at the November meeting.
- Staff is currently working with USIC to mark the street lighting system.

Next regular EDA meeting to be held on Tuesday, November 21, 2023, at 4:30pm
Meeting adjourned at 5:44pm

APPROVED BY

Thomas Kequom, EDA Board Chair

(Recorded by Tera Green)

11/15/2023 03:10 PM
User: SHERRIE
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
CHECK DATE FROM 10/18/2023 - 11/21/2023

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 248 EDDA CHECKING						
11/01/2023	248	108 (E)	00146	CONSUMERS ENERGY	4900 E. PICKARD ST. 5157 E. PICKARD ST. STE B 2029 2ND ST. 5770 E. PICKARD ST., STE A 5771 E. PICKARD RD., STE A 5770 E. PICKARD ST., STE B 5771 E. PICKARD RD., STE B 4592 E. PICKARD ST., STE A 4592 E. PICKARD ST., STE B 4923 E. PICKARD ST. 2027 FLORENCE ST. 1940 S. ISABELLA RD. 5157 E. PICKARD ST., STE A 5325 E. PICKARD ST. 4675 E. PICKARD ST.	49.68 41.18 44.51 72.72 100.10 41.31 41.31 57.12 41.31 16.79 51.22 71.98 15.23 15.23 15.23 <hr/> 674.92
11/21/2023	248	4367	00072	BLOCK ELECTRIC	INSTALL GATEWAY BANNER	150.00
11/21/2023	248	4368	01741	GOENNER LAWCARE LLC	MOWING ON PICKARD&EMPTY LOTS-SEP 2023 MOWING ON PICKARD&EMPTY LOTS-OCT 2023	2,812.50 1,687.50 <hr/> 4,500.00
11/21/2023	248	4369	00450	M M I	PARK BENCH/GROUNDS CLEAN-UP	307.50
11/21/2023	248	4370	01896	MID VALLEY STRUCTURES	EAST DDA GRANT AWARD FOR SIGN	5,000.00 <hr/>
248 TOTALS:						
Total of 5 Disbursements:						10,632.42

PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	YTD BALANCE	2023		YTD BALANCE	% BDGT
		10/31/2022	ORIGINAL	2023	10/31/2023	
		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
248-000-402.100	PRIOR YEARS PROPERTY TAXES	0.00	(250.00)	(250.00)	0.00	0.00
248-000-412.000	DELQ PERSONAL PROPERTY CAPT	0.00	300.00	300.00	3.63	1.21
248-000-414.000	PROPERTY TAX REFUNDS-BOR MTT	(9,873.09)	(4,000.00)	(4,000.00)	0.00	0.00
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	62,229.26	60,000.00	69,000.00	69,776.09	101.12
248-000-665.000	INTEREST EARNED	3,849.73	8,600.00	60,000.00	51,929.52	86.55
248-000-672.000	OTHER REVENUE	14,820.00	1,000.00	1,000.00	0.00	0.00
Total Dept 000 - NONE		577,485.00	581,150.00	641,550.00	638,644.65	99.55
TOTAL REVENUES		577,485.00	581,150.00	641,550.00	638,644.65	99.55
Expenditures						
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						
248-728-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	9,318.50	12,300.00	22,800.00	5,556.75	24.37
248-728-801.001	MAINT- BENCHES/TRASH RECEPTACLES	0.00	5,000.00	5,000.00	246.00	4.92
248-728-801.003	SIDEWALK SNOWPLOWING	5,600.00	11,000.00	11,000.00	4,550.00	41.36
248-728-801.004	LAWN CARE	25,454.00	28,500.00	28,500.00	10,131.00	35.55
248-728-801.005	IRRIGATION / LIGHTING REPAIRS	28,035.46	20,000.00	20,000.00	5,789.75	28.95
248-728-801.007	FLOWER / LANDSCAPE MAINTENANCE	14,403.75	21,000.00	21,000.00	6,329.00	30.14
248-728-826.000	LEGAL FEES	0.00	4,000.00	4,000.00	0.00	0.00
248-728-851.000	MAIL/POSTAGE	0.00	750.00	750.00	0.00	0.00
248-728-880.000	COMMUNITY PROMOTION	5,500.00	9,000.00	9,000.00	5,500.00	61.11
248-728-883.000	COMMUNITY IMPROVEMENT GRANTS	0.00	40,000.00	40,000.00	5,000.00	12.50
248-728-885.000	STREET LIGHT BANNERS/CHRISTMAS	21,278.50	20,000.00	20,000.00	5,655.00	28.28
248-728-900.000	PRINTING & PUBLISHING	11.97	250.00	250.00	0.00	0.00
248-728-920.000	ELECTRIC/NATURAL GAS	7,796.16	14,000.00	14,000.00	6,239.04	44.56
248-728-920.200	WATER & SEWER CHARGES	24,238.47	18,000.00	18,000.00	4,621.02	25.67
248-728-940.000	LEASE/RENT	1,135.00	875.00	875.00	0.00	0.00
248-728-955.000	MISC.	0.00	100.00	100.00	0.00	0.00
248-728-957.300	MEMBERSHIP & DUES	315.00	500.00	500.00	375.00	75.00
248-728-963.000	PROPERTY/LIABILITY INSURANCE	1,869.58	1,800.00	2,100.00	1,706.79	81.28
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	160,000.00	160,000.00	100.00
248-728-967.400	STREET/ROAD PROJECTS	0.00	400,000.00	572,000.00	168,571.77	29.47
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	10,060.00	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	5,000.00	0.00	0.00
248-728-974.201	LAND IMPRVMENTS-5800 PICKARD/ENTERPRIS	0.00	40,000.00	40,000.00	50.45	0.13
248-728-974.202	LAND IMPRVMENTS-2120 YATS DR	2,955.09	0.00	13,000.00	12,025.90	92.51
248-728-974.203	LAND IMPRVMENTS-JONATHON LANE	180.00	75,000.00	75,000.00	50.45	0.07
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		174,010.30	1,387,075.00	1,567,875.00	402,448.00	25.67

PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	YTD BALANCE		2023		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2023 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 248 - EAST DDA FUND								
Expenditures								
TOTAL EXPENDITURES		252,185.03	1,467,075.00	1,647,875.00	482,106.63	29.26		
Fund 248 - EAST DDA FUND:								
TOTAL REVENUES		577,485.00	581,150.00	641,550.00	638,644.65	99.55		
TOTAL EXPENDITURES		252,185.03	1,467,075.00	1,647,875.00	482,106.63	29.26		
NET OF REVENUES & EXPENDITURES		325,299.97	(885,925.00)	(1,006,325.00)	156,538.02	15.56		

PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	YTD BALANCE		2023		YTD BALANCE		% BDGT USED
		10/31/2022	ORIGINAL	2023	10/31/2023			
		NORMAL	(ABNORMAL)	BUDGET	AMENDED BUDGET	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
250-000-412.000	DELQ PERSONAL PROPERTY CAPT	0.00		20.00	20.00	47.46		237.30
250-000-414.000	PROPERTY TAX REFUNDS-BOR MTT	0.00		(4,000.00)	(4,000.00)	(409.14)		10.23
250-000-445.000	INTEREST ON TAXES	0.00		200.00	200.00	106.61		53.31
250-000-573.000	STATE AID REVENUE-LCSA	321.24		0.00	1,800.00	1,884.84		104.71
250-000-665.000	INTEREST EARNED	5,382.30		8,600.00	31,000.00	29,619.18		95.55
Total Dept 000 - NONE		403,484.14		417,820.00	442,020.00	445,364.53		100.76
TOTAL REVENUES		403,484.14		417,820.00	442,020.00	445,364.53		100.76
Expenditures								
Dept 336 - FIRE DEPARTMENT								
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	63,255.49		64,000.00	65,800.00	65,765.91		99.95
Total Dept 336 - FIRE DEPARTMENT		63,255.49		64,000.00	65,800.00	65,765.91		99.95
Dept 728 - ECONOMIC DEVELOPMENT								
250-728-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	3,167.50		5,270.00	15,770.00	3,292.50		20.88
250-728-801.003	SIDEWALK SNOWPLOWING	0.00		8,000.00	8,000.00	3,500.00		43.75
250-728-826.000	LEGAL FEES	0.00		1,000.00	1,000.00	0.00		0.00
250-728-851.000	MAIL/POSTAGE	0.00		750.00	750.00	0.00		0.00
250-728-880.000	COMMUNITY PROMOTION	5,500.00		8,000.00	8,000.00	5,500.00		68.75
250-728-883.000	COMMUNITY IMPROVEMENT GRANTS	0.00		40,000.00	40,000.00	0.00		0.00
250-728-900.000	PRINTING & PUBLISHING	0.00		500.00	500.00	0.00		0.00
250-728-940.000	LEASE/RENT	475.00		175.00	175.00	0.00		0.00
250-728-955.000	MISC.	0.00		100.00	100.00	0.00		0.00
250-728-957.300	MEMBERSHIP & DUES	315.00		400.00	400.00	375.00		93.75
250-728-959.500	CONTRIBUTIONS TO ROAD COMMISSION	0.00		40,000.00	0.00	0.00		0.00
250-728-967.400	STREET/ROAD PROJECTS	450,594.00		0.00	0.00	0.00		0.00
250-728-967.500	SIDEWALK/PATHWAY PROJECTS	458,586.36		0.00	0.00	0.00		0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		918,637.86		104,195.00	74,695.00	12,667.50		16.96
TOTAL EXPENDITURES		981,893.35		168,195.00	140,495.00	78,433.41		55.83
Fund 250 - WEST DDA FUND:								
TOTAL REVENUES		403,484.14		417,820.00	442,020.00	445,364.53		100.76
TOTAL EXPENDITURES		981,893.35		168,195.00	140,495.00	78,433.41		55.83
NET OF REVENUES & EXPENDITURES		(578,409.21)		249,625.00	301,525.00	366,931.12		121.69

Fund 248 EAST DDA FUND

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	9,798.03
248-000-002.000	SAVINGS	437,410.54
248-000-003.001	CERTIFICATE OF DEPOSIT	1,576,147.41
248-000-128.000	ASSETS HELD FOR SALE	20,463.92
Total Assets		2,043,819.90
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	10,632.42
Total Liabilities		10,632.42
*** Fund Balance ***		
248-000-375.000	RESTRICTED FUND BALANCE	1,876,649.46
Total Fund Balance		1,876,649.46
Beginning Fund Balance		1,876,649.46
Net of Revenues VS Expenditures		156,538.02
Ending Fund Balance		2,033,187.48
Total Liabilities And Fund Balance		2,043,819.90

Fund 250 WEST DDA FUND

GL Number	Description	Balance
*** Assets ***		
250-000-001.000	CASH	637.47
250-000-002.000	SAVINGS	118,318.25
250-000-002.001	SHARES	53.70
250-000-003.001	CERTIFICATE OF DEPOSIT	1,078,894.47
Total Assets		1,197,903.89
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
250-000-375.000	RESTRICTED FUND BALANCE	830,972.77
Total Fund Balance		830,972.77
Beginning Fund Balance		830,972.77
Net of Revenues VS Expenditures		366,931.12
Ending Fund Balance		1,197,903.89
Total Liabilities And Fund Balance		1,197,903.89

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 EDA BOARD ACTION

To: Economic Development Authority Board	DATE: November 7, 2023
FROM: Rodney C. Nanney, AICP, Community and Economic Development Director	DATE FOR CONSIDERATION: 11/21/23
ACTIONS REQUESTED: To approve the East DDA District's participation in the 2024 Art Reach of Mid-Michigan Festival of Banners event via the purchase and creation of 78 banners for installation and display along E. Pickard Road at a cost of \$4,500.00.	

Current Action X Emergency

Funds Budgeted: If Yes X Account # 248-000-801.015 No N/A

Finance Approval MDS

BACKGROUND INFORMATION

Inaugurated in 2009, the Festival of Banners was created as a signature event designed to bring attention and visitors to Isabella County, thereby increasing participation in local events. Community participants include the Township, City of Mt. Pleasant, and the Village of Shepherd, with event locations in the downtown areas of Shepherd and Mt. Pleasant, and throughout the Township's E. Pickard Rd. business district between S. Summerton Rd. and Packard Street.

Art Reach of Mid-Michigan coordinates the creation, distribution, and display of banners created each year by students, local artists, and community members. The back of each banner will display the name and logo of the sponsoring entities.

The annual Festival of Banners serves as an important part of our community's destination marketing efforts and helps to define and beautify the East DDA District in a unique way.

SCOPE OF SERVICES

Art Reach of Mid-Michigan will coordinate the effort to purchase and create 78 banners to be placed on the Township's decorative streetlights within and to the east of the US-127 interchange along E. Pickard Road in the East DDA District.

JUSTIFICATION

The EDA is charged with overseeing local economic development activities within the DDA Districts. As outlined in the Township's Economic Development Plan, EDA Board goals include attracting and retaining businesses, and increasing recreational activities, events, and tourism in the area. The adopted East DDA District development plan and the future projects outlined in

the associated implementation strategies document also reflect a focus on establishing a distinct and attractive visual character for the district.

BOARD OF TRUSTEES GOALS ADDRESSED

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

- 1. Community well-being and common good**
- 2. Prosperity through economic diversity, cultural diversity, and social diversity**
- 6. Commerce**

Our annual contribution to the Festival of Banners helps to support commerce in the DDA Districts (1.6), and to support a sustainable community (1.0). The banner displays help to highlight the community's creative and innovative spirit and high quality of life to attract visitors and new residents (1.2.1) and help to achieve the Board's goal that all demographics within the Township can feel welcomed, feel belonging, and engage with the community (1.1.1).

COSTS

\$4,500.00

PROJECT TIMETABLE

May – November 2024

RESOLUTION

To approve the East DDA District's participation in the 2024 Art Reach of Mid-Michigan Festival of Banners event via the purchase and creation of 78 banners for installation and display along E. Pickard Road at a cost of \$4,500.00.

Resolved by _____ Seconded by _____

Yes:

No:

Absent:

Thomas Kequom, EDA Board Chair

Festival of Banners Proposal

November 7, 2023

Prepared by: Kim Bigard
111 E Broadway
Mt. Pleasant, MI 48858
989-773-3689

Event Date: Hang banners: Between May 13-June 1
Remove banners: November 2024

Event Location: Mt. Pleasant Area - on 118 light poles
Union Township – on 78 light poles
Shepherd – on 16 light poles

Event Partners: Art Reach of Mid Michigan
City of Mt. Pleasant
Union Township
Village of Shepherd
McLaren Central Michigan

Summary:

Art Reach of Mid Michigan is planning the sixteenth year of the "Festival of Banners" project.

This year the project will include the communities of Shepherd, Union Township and downtown Mt. Pleasant. This project will result in over two hundred painted vinyl banners that will be displayed on street light poles in the greater Mt. Pleasant area as well as in Shepherd from May through November 2024. School children, college students, artists and community members will be invited to paint the banners.

These banners will serve as a signature event to highlight the summer activities available in the Isabella County area. 250 booklets will be produced that include photos of each banner, business ads, and the names of our sponsors. These booklets will be distributed throughout the county.

The banners will hang in the downtown areas of Mt. Pleasant and Shepherd and on Pickard Street and a portion of Isabella Road in Union Township, and on the campus of McLaren Central Michigan. They will attract interest in our community and thus increase attendance at local events.

Narrative:

The Festival of Banners was inaugurated in the summer of 2009 upon the request of the Quality of Life Committee of Vision 20/20 for a signature event for our community. The

2024 Festival of Banners will be executed by a dedicated committee of community members. Art Reach of Mid Michigan will again lead and coordinate the endeavor.

The goal of the Festival of Banners is to provide a signature event that brings attention to the Isabella County area and thus informs and encourages visitors to participate in summer activities in the community. The event committee will purchase 200 plain white vinyl banners which will be offered to students, artists and community members to paint. There will be a theme for each year. In recognition of the anniversaries of multiple popular gaming companies, the **theme for 2024 is "The Art of Gaming"**.

Elementary and secondary school students, college students, residents of local care facilities, local artists, and community members will be invited to submit a copy of their banner artwork to the event committee. Banners and paint will be offered to all approved submissions and will be free to K-12 school students and persons over the age of 65 and will be offered for a \$30 charge to all others. Special attention will be made to assure that elderly citizens who might enjoy painting a banner are included in the event. We will again hold community Paint Days in the month of March for attendees to paint their banners, or pick up paint kits to paint at home.

The Banners Committee plans to secure sponsorships for the Festival and plans to sell ads for the Festival of Banner booklets. 250 booklets will be produced which will include photos of all banners, business ads, and the names of our sponsors. The booklets will be distributed to the Chamber of Commerce, Convention and Visitors Bureau, local businesses, highway rest areas, and other high traffic areas around the community and surrounding area.

Banners will be hung on municipal light poles between May 13 and June 1 by employees of the municipalities involved. Banners will be taken down in November.

Artists will be able to claim their banner at the end of the event, as part of the \$30 entrance fee. In addition, banners that did not require an entrance fee may be purchased for \$30. Income from the sale of banners will be used as seed money for the 2025 banner event.

The event will encompass the following committee responsibilities:

Banner Committee:

1. Purchase 212 vinyl banners. Art Reach of Mid Michigan logo and logos of event sponsors will be placed on back side of each banner, along with a colorful artistic sketch.
2. Purchase paint (outdoor acrylic paint).
3. Notify local school art classes, CMU art department, MMC art department, local care facilities, Commission on Aging and community members of the banner project and the opportunity to create a banner.
4. Request proposed designs for artwork.
5. Notify artists of acceptance.

6. Hang banners on street light poles (May).
7. Remove banners from street light poles (November).
8. Sell banners as fundraiser for seed money for 2025.

Marketing/Advertising/Solicitation Committee:

1. Prepare information packet to present to potential sponsors.
2. Coordinate sponsorship efforts to produce 250 booklets. Booklets will include lists of sponsors, photographs of all banners, and business ads.
3. Coordinate marketing plan and distribute booklets to community.

Events Committee:

1. Inform painters of the need to prepare their banners at home
2. Arrange for painters to attend Community Paint Days.
3. Collect painted banners.
4. Offer sales of banners through the Art Reach gift shop.

Administrative:

1. Coordinate all activities and process donations and sponsorships.

Timeline for Event:

Organize program, theme, budget, etc.	November 2023
Solicit corporate sponsors/donors	December 2023
Solicit advertisers	December 2023
Prepare publicity materials	December 2023
Artists prepare submissions	Late December-February 16, 2024
Purchase banners & paints	January 31, 2024
Concept submissions due to Art Reach	February 16, 2024
Trace banner submissions	Late February- March 9, 2024
Banners available to artists	March 11, 2024
Banners completed by artists	April 12, 2024
Photograph art work	April 8 – April 20, 2024
Edit & print booklets	Late May
Distribute booklets	June 10, 2024
Hang banners	May 15– June 1, 2024
Take down banners	November 2024
Painters pick up banners	November 2024
Meet to evaluate program	November 2024

Funding Prospects:

Several organizations and individuals have been approached with opportunities to help continue this important community event. We expect that our sponsors from our previous years will be willing to continue their support. The outlying municipalities will be asked for funding to cover the cost of their banners. They will also be asked to install and take down the banners.

In addition, ads will be sold to local business and professional organizations for inclusion in the Banners booklet. The cost is \$150 if the banner is designed and painted by Art Reach, but discounted to \$125 if painted by the business.

Continuation of Project:

The Festival of Banners was created with the understanding that it would be an annual event. Sale of banners and other income will be used to fund future banner festivals.

Evaluation of Project:

Periodic evaluation of this project will be via survey of participating artists, sponsoring organizations, and of community members. Surveys will be available at Art Reach on Broadway and will be offered to patrons of that store, as well as online survey via email blast to participants.

ART REACH

Of Mid Michigan

Invoice	November 7, 2023
----------------	------------------

<u>Bill To:</u> <u>Union Township</u>	<u>Ship To:</u>
--	-----------------

Quantity	Description	Amt.
1	2024 Festival of Banners Sponsorship	4500

Subtotal	4500
Tax	
Grand Total	4500

Please remit payment to: Art Reach of Mid Michigan
111 E. Broadway
Mt. Pleasant, MI 48858

REQUEST FOR EDA BOARD ACTION

To: Economic Development Authority Board **DATE:** November 16, 2023
FROM: Rodney C. Nanney, AICP **DATE FOR CONSIDERATION:** November 21, 2023
Community and Economic Development Director
ACTIONS REQUESTED: Approval of a contractor to provide snowplowing services for public sidewalks within parts of the East and West DDA Districts beginning January 1, 2024, through December 31, 2026, with option to extend the contract by mutual agreement.

Current Action X Emergency

Funds Budgeted in 2020: If Yes X Account #248-000-801.003 & 250-000-801.003

Finance Approval

BACKGROUND INFORMATION

The East and West DDA Districts are vital components of our community, and the maintenance of safe and navigable public sidewalks is a top priority. The East and West DDA Districts encompass various commercial and residential areas, and our responsibility is to maintain these sidewalks throughout the winter season to promote public safety and the continued vitality of these districts. Historically the EDA Board has contracted for sidewalk snowplowing services in parts of both DDA Districts. The current contract for snowplowing with Doug's Small Engine Repair expires at the end of 2023 and the contractor has chosen not to extend their contract.

The service areas that are part of this request for bids are:

- Area A. Public sidewalks along the north and the south sides of East Pickard Road (M-20) from Packard Street east through the US-127 interchange to S. Summerton Road (approximately 1.4 miles on each side).
- Area B. Public sidewalk along the west side of South Isabella Road north from East Pickard Road (M-20) approximately 0.2 miles to the Bud Street intersection, and south approximately 0.2 miles to the Crosslanes Street intersection.
- Area C. Public sidewalks along the north and the south sides of E. Remus Road (M-20) from Bradley Street west to the S. Lincoln Road intersection.
- Area D. Public sidewalk along the west side of west side of S. Lincoln Road from the Crestwood Village Assisted Living Facility at 2378 S. Lincoln Road north approximately 0.4 miles to the E. Pickard Rd. intersection by the Township Hall at 2010 S. Lincoln Road.
- Area E. Public sidewalk along the south side of East Pickard Road west from the S. Lincoln Road intersection by the Township Hall at 2010 S. Lincoln Road approximately 0.2 miles to the McDonald Park parking lot, plus the short (40 – 50 feet each) connector sidewalks to the Township Hall parking lot and to the Outdoor Fitness Court in the park.

The Community and Economic Development Department posted the request for bids and sent copies to Home Builders Association and the following local snowplowing contractors:

- Neat & Green Lawncare
- Goenner Lawncare, LLC
- Johnny's Lawncare & Snowplowing
- Green Scene Landscaping

Bid Packages were received by the 11/16/2023 deadline from:

Johnny's Lawn Care LLC (Spencer Lynch)
5246 Rosebush, MI 48878

Goenner Lawn Care LLC (Luke Goenner)
441 W. Remus Rd., Mt. Pleasant, MI 48858

Year	Contractor	Cost Per Plow (by Area)					Cost per Season (if offered)
		A	B	C	D	E	
2024	Goenner Lawn Care	\$762.00	\$251.00	\$758.00	\$251.00	\$175.00	\$34,455.00
	Johnny's Lawn Care	\$739.20	\$105.60	\$396.00	\$105.60	\$58.10	--
2025	Goenner Lawn Care	\$762.00	\$251.00	\$758.00	\$251.00	\$175.00	\$34,455.00
	Johnny's Lawn Care	\$761.27	\$108.77	\$407.88	\$108.77	\$59.84	--
2026	Goenner Lawn Care	\$762.00	\$251.00	\$758.00	\$251.00	\$175.00	\$34,455.00
	Johnny's Lawn Care	\$784.11	\$112.03	\$420.12	\$112.03	\$61.64	--

SCOPE OF SERVICES

Snowplowing of public sidewalks located within the East and West Economic Development Authority Districts. The scope of services will be further detailed in the formal contract to ensure clarity and accountability for all parties involved.

EVALUATION

Staff considered each contractor's experience, availability, equipment, pricing, and compliance with local regulations.

The bid response from **Johnny's Lawn Care** (Spencer Lynch) was complete with the exception of the requested certificate of liability insurance coverage. Mr. Lynch reported to staff that this document will be available shortly. This bid did not include a proposed cost-per-season amount, and the cost-per-plow amounts are proposed to increase during the three year agreement's term. Overall, Johnny's Lawn Care LLC has provided the low-bid amount for these services.

The bid response from **Goenner Lawn Care** (Luke Goenner) was also substantially complete. Staff has been fully satisfied with Goenner's work as the lawn mowing contractor for the East DDA District. The Goenner bid proposes to maintain the same rates for each service area over the term of the agreement. A general per-season rate is also proposed.

Based on the results of this evaluation, it is the recommendation of staff that **Johnny's Lawn Care** (Spencer Lynch) be selected as the successful bidder to provide these services for the 2024 through 2026 snowplowing seasons.

JUSTIFICATION

The East and West DDA Districts are vital components of our community, and the maintenance of safe and navigable public sidewalks is a top priority. The East and West DDA Districts encompass various commercial and residential areas. The clearing and maintenance of these sidewalks throughout the winter season promotes public safety, enables employees, customers, and visitors to the DDA Districts to easily move about, and helps to provide for the continued vitality of the businesses in these districts.

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**

Clearing sidewalks of snow and ice ensures the safety of pedestrians, including residents, workers, and visitors. It helps prevent accidents and related injuries (1.1) Accessible sidewalks encourage people to engage in physical activities such as walking and jogging, contributing to the health and well-being of the community. (1.1) Snowplowing services ensure that sidewalks are accessible to everyone including individuals with disabilities. It promotes inclusivity and demonstrates a commitment to the common good by making public spaces more accessible. Safe and well-maintained sidewalks make the districts more attractive to visitors. (1.3, 1.4, 1.6)

COSTS

Taken together, the recommended East and West DDA District Fund budgets for 2024 include \$23,000.00 for sidewalk snowplowing services. In addition, the Township's General Fund for 2024 includes \$3,000.00 for sidewalk snowplowing in Area E (which is outside of the West DDA District boundary). The actual cost of snowplowing varies significantly from year-to-year, based on prevailing weather conditions.

PROJECT TIMETABLE

The contract with the selected contractor will be for the 2024 through 2026 snowplowing seasons. Snowplowing activities are ongoing during the winter season, with the frequency dependent somewhat on the timing and frequency of snowfall.

RESOLUTION

To accept the bid from _____ to provide sidewalk snowplowing services within the defined Service Areas of the East & West DDA Districts beginning January 1, 2024, through December 31, 2026, with option to extend the contract by mutual agreement and subject to annual appropriation, and to authorize Township Manager Mark Stuhldreher to sign a Service Agreement with _____ for these services.

Resolved by _____ Seconded by _____

Yes:

No:

Absent:

Thomas Kequom, EDA Board Chair



Community and Economic Development Department
2010 S. Lincoln Rd.
Mt. Pleasant, MI 48858
989-772-4600 ext. 232

Union Township Economic Development Authority Board



REQUEST FOR BIDS: SIDEWALK SNOWPLOWING

**PROPOSALS MUST BE RECEIVED BY
THE TOWNSHIP BEFORE 10:00 A.M.
ON THURSDAY, NOVEMBER 16, 2023**

Staff Contact Information

Rodney Nanney, AICP, Community and Economic Development Director
(989) 772-4600 Ext. 232
rnanney@uniontownshipmi.com

Scope of Request

The Charter Township of Union Economic Development Authority (EDA) Board is soliciting bids for snowplowing services for public sidewalks within parts of the East and West Downtown Development Authority (DDA) Districts as defined in this request beginning January 1, 2024 and continuing through December 31, 2026, with the option to extend the contract by mutual agreement.

Proposals received from bidders in response to this request will be used to aid the EDA Board in its efforts to provide continued reliable service at the lowest reasonable cost.

Request for Bids: Sidewalk Snowplowing
Charter Township of Union Economic Development Authority Board

ATTACHMENT A

CONTRACTOR NAME: Goenner Lawn Care LLC

ADDRESS: 441 West Remus Rd., Mt. Pleasant MI. 48858

CONTACT PERSON: Luke Goenner

OFFICE PHONE: 989-289-2026

CELL PHONE: 989-506-0206

EMAIL: goenner.lawncare@gmail.com

CONTRACTOR WEBSITE: goennerlawncare.com

Sidewalk Snowplow Services: (check each box to confirm and fill in the blanks as appropriate)

- ☒ Sidewalk snowplow services and provided by experienced professionals.
- ☒ All designated sidewalks and curb ramps at driveways and intersections within each Service Area will be promptly cleared of snow and ice accumulation greater than 2 inch(es) in depth within 2 hours of the end of each accumulation.
- ☒ Invoices will be submitted to the Township on a monthly basis by or before the first Tuesday of each calendar month, and shall state the number of plows provided in each Service Area at the following costs per plow or flat rate per month:

Cost per Plow:	2024	2025	2026
Area A	\$ 762.00	\$ 762.00	762.00
Area B	\$ 251.00	\$ 251.00	251.00
Area C	\$ 758.00	\$ 758.00	758.00
Area D	\$ 251.00	\$ 251.00	251.00
Area E	\$ 175.00	\$ 175.00	175.00
Flat Rate Per Year	\$ 34,455.00	\$ 34,455.00	\$ 34,455.00

- ☒ The Contractor will take special care with plowing adjacent to the Outdoor Fitness Court, fence and other improvements in McDonald Park to avoid damaging these facilities.
- ☒ The Contractor will promptly notify the Township of any damage to public facilities or infrastructure and of any anticipated delay in responding to a snow or ice accumulation.



GOENLAW-01

JSTEPHENS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/31/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER General Agency Company 525 E. Broadway Mount Pleasant, MI 48858		CONTACT NAME: Julie Stephens PHONE (A/C, No, Ext): (989) 817-4245 FAX (A/C, No): (989) 772-1855 E-MAIL ADDRESS: jstephens@ga-ins.com		
INSURED Goenner Lawn Care LLC 441 W Remus Rd Mt Pleasant, MI 48858		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: Secura Insurance Company		
		INSURER B: Accident Fund National Insurance Co		12305
		INSURER C:		
		INSURER D:		
		INSURER E:		
		INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOG OTHER:	X	20TC0033883780	5/29/2023	5/29/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMPROP AGG \$ 3,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		20A0033883790	5/29/2023	5/29/2024	COMBINED SINGLE LIMIT (EA OCCURRENCE) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTIONS 0		20CU0033883800	5/29/2023	5/29/2024	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	100031419	5/29/2023	5/29/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Pesticide/Herbicide		20TC0033883780	5/29/2023	5/29/2024	Occurrence 100,000
A	Professional		20TC0033883780	5/29/2023	5/29/2024	Occurrence 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Property Owner: Millennia Housing Mgmt Ltd, 1300 Key Tower, 127 Public Square, Cleveland, OH 44114-1310

General Liability includes endorsement WB1482 which provides automatic Additional Insured status when required by a written contract or agreement.

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Spencer Lynch



Johnny's Lawn Care, LLC
5246 E. Vernon Rd.
Rosebush, MI 48878
(989) 330-0497 | Johnnyslawnandsnow@gmail.com

11/14/2023

Union Township EDA Board
Attn: Rodney Nanney
2010 S. Lincoln Rd.
Mt. Pleasant, MI 48858
989-772-4600 Ext. 232
rnanney@uniontownshipmi.com

Dear Mr. Nanney,

As a skilled and experienced landscape and snow removal contractor, I'm writing to express my interest in the sidewalk clearing maintenance work that is currently up for bid. I feel that our companies' attention to detail and quality of care to properties that we maintain aligns with your board's efforts to preserve its up to date and exemplary infrastructure and facilities, as well as provide a safe way of foot travel for residents.

With over 7 years of professional experience in the snow removal field, and over 15 of experience in lawn care and landscaping, I have the skills and mindset to ensure that our company provides reliable, quality service in an efficient manner, and at a reasonable cost.

Please feel free to contact me with any questions you may have. I appreciate your time and consideration, and I look forward to hearing from you soon.

Sincerely,

Spencer Lynch
Johnny's Lawn Care, LLC

ATTACHMENT A

CONTRACTOR NAME: Johnny's Lawn Care, LLC
ADDRESS: 5246 E. Vernon Rd.
Rosebush, MT. 48878
CONTACT PERSON: Spencer Lynch
OFFICE PHONE: _____
CELL PHONE: 989-330-0497
EMAIL: johnnyslawnandsnow@gmail.com
CONTRACTOR WEBSITE: _____

Sidewalk Snowplow Services: (check each box to confirm and fill in the blanks as appropriate)

- ☒ Sidewalk snowplow services and provided by experienced professionals.
- ☒ All designated sidewalks and curb ramps at driveways and intersections within each Service Area will be promptly cleared of snow and ice accumulation greater than 1.5 inch(es) in depth within 18 hours of the end of each accumulation.
- ☒ Invoices will be submitted to the Township on a monthly basis by or before the first Tuesday of each calendar month, and shall state the number of plows provided in each Service Area at the following costs per plow or flat rate per month:

Cost per Plow:	2024	2025	2026
Area A	\$ 739.20	\$ 761.27	784.11
Area B	\$ 105.60	\$ 108.77	112.03
Area C	\$ 396.00	\$ 407.88	420.12
Area D	\$ 105.60	\$ 108.77	112.03
Area E	\$ 58.10	\$ 59.84	61.64
Flat Rate Per Year	\$ <u> </u>	\$ <u> </u>	\$ <u> </u>

- ☒ The Contractor will take special care with plowing adjacent to the Outdoor Fitness Court, fence and other improvements in McDonald Park to avoid damaging these facilities.
- ☒ The Contractor will promptly notify the Township of any damage to public facilities or infrastructure and of any anticipated delay in responding to a snow or ice accumulation.



JOHNLAW-01

LGROSS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/15/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Doehring Schultz Agency 3975 W Monroe Rd Alma, MI 48801	CONTACT NAME: Lori Gross	
	PHONE (A/C, No, Ext): (989) 463-4918	FAX (A/C, No): (989) 463-8663
	E-MAIL ADDRESS: insurance@doehringsschultz.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Nationwide General Insurance Company	23760
INSURED Johnny's Lawn Care 5246 E Vernon Rd Rosebush, MI 48878	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			ACPLGPO3029067372	4/15/2023	4/15/2024	EACH OCCURRENCE \$ 1,000,000	
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000	
							MED EXP (Any one person) \$ 5,000	
							PERSONAL & ADV INJURY \$ 1,000,000	
							GENERAL AGGREGATE \$ 2,000,000	
							PRODUCTS - COMPI/OP AGG \$ 2,000,000	
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			ACPBAL3029067372	4/15/2023	4/15/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000	
							BODILY INJURY (Per person) \$	
							BODILY INJURY (Per accident) \$	
							PROPERTY DAMAGE (Per accident) \$	
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$	
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$	
	DED RETENTION \$							
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N <input type="checkbox"/> N/A ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/>	
							E.L. EACH ACCIDENT \$	
							E.L. DISEASE - EA EMPLOYEE \$	
							E.L. DISEASE - POLICY LIMIT \$	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Lawn Care and Snow Plowing

CERTIFICATE HOLDER

CANCELLATION

Union Township 2210 S Lincoln Rd Mount Pleasant, MI 48858	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

Be Green, Inc.

11.6.2023

Union Township – EDDA

I'm writing this letter of recommendation on behalf of Johnnys Lawn Care based on my past experiences with Spencer Lynch.

We have a great mutual working relationship in our lawn care and snow removal divisions.

I never hesitate to call on them whenever I'm in need of help. I will continue working with them and can recommend them without reservation.

I am certain your experience will be as positive as mine has been over the past 6 years.

Feel free to call me if you have any questions.

Chris Beebe, Managing Partner
Be Green, Inc.
989.560.7336
begreeninc.cb@gmail.com

**Galgoci
Oil
Company**



**P. O. Box 201 - 3892 N. Mission Rd.
Rosebush, MI 48878
(989) 433-2271 Fax: (989) 433-5741**

To the Union Township Economic Development Authority Board

RE: Recommendation for Spencer Lynch, a.k.a. Johnny's Lawn Care

My name is Larry Galgoci. I am the owner of Galgoci Oil and Propane in Rosebush. Spencer came from a family with strong work ethics. He is very dependable and does excellent work at both of our commercial properties in Rosebush. He does our lawn care, snow removal and some maintenance work.

I am sure you will be more than satisfied with his work.

Sincerely,

A handwritten signature in black ink, which appears to read "Larry Galgoci", is written over a faint, horizontal wavy line.



NOVEMBER 15, 2023

AddValue Property Services

5195 E Broadway Street, Suite J.
Mount Pleasant, MI. 48858

Phone 989-621-4980

addvalue321@gmail.com

To Whom It May Concern:

It is with great pleasure; I take a moment to express my utmost appreciation for the exceptional service Spencer provides through Johnny's Lawn Care. I have been a customer since the early stages of the business, and it has been a delight watching his success over the years. His dedication, reliability, and attention to detail have made a difference in maintaining the beauty of our properties, and undoubtedly are the reason for his success.

From the moment we hired Johnny's Lawn Care, Spencer has consistently gone above and beyond to ensure that our lawn is well-maintained and pristine. Spencer's expertise in lawn care and landscaping is evident in the consistent quality of his work.

In addition to Spencer's professional skills, his friendly and approachable demeanor has made it a pleasure to work with him. He has always been responsive to our requests and has shown great patience in answering our questions and providing guidance on how to best care for our lawn.

As a business owner who knows the value of a good team, I have no hesitation in recommending Spencer and Johnny's Lawn Care to anyone in need of reliable and exceptional lawn care services. Spencer's commitment to excellence and his genuine passion for his work make him an invaluable asset to any property owner.

Please feel free to reach out if you have any additional questions.

Sincerely,

Tiffany Sloan-Grocholski

Tiffany Sloan-Grocholski
Owner of AddValue Property Services &
Realtor at Coldwell Banker Mt. Pleasant Realty



Union Township Economic Development Authority Board

REQUEST FOR BIDS:

SIDEWALK SNOWPLOWING

**PROPOSALS MUST BE RECEIVED BY
THE TOWNSHIP BEFORE 10:00 A.M.
ON THURSDAY, NOVEMBER 16, 2023**

Staff Contact Information

Rodney Nanney, AICP, Community and Economic Development Director
(989) 772-4600 Ext. 232
rnanney@uniontownshipmi.com

Scope of Request

The Charter Township of Union Economic Development Authority (EDA) Board is soliciting bids for snowplowing services for public sidewalks within parts of the East and West Downtown Development Authority (DDA) Districts as defined in this request beginning January 1, 2024 and continuing through December 31, 2026, with the option to extend the contract by mutual agreement.

Proposals received from bidders in response to this request will be used to aid the EDA Board in its efforts to provide continued reliable service at the lowest reasonable cost.

Service Area

The successful bidder would agree to provide snowplowing services for public sidewalks within the Service Areas defined as:

- Area A.** Public sidewalks along the north and the south sides of East Pickard Road (M-20) from Packard Street east through the US-127 interchange to S. Summerton Road (approximately 1.4 miles on each side).
- Area B.** Public sidewalk along the west side of South Isabella Road north from East Pickard Road (M-20) approximately 0.2 miles to the Bud Street intersection, and south approximately 0.2 miles to the Crosslanes Street intersection.
- Area C.** Public sidewalks along the north and the south sides of E. Remus Road (M-20) from Bradley Street west to the S. Lincoln Road intersection.
- Area D.** Public sidewalk along the west side of west side of S. Lincoln Road from the Crestwood Village Assisted Living Facility at 2378 S. Lincoln Road north approximately 0.4 miles to the E. Pickard Rd. intersection by the Union Township Hall at 2010 S. Lincoln Road.
- Area E.** Public sidewalk along the south side of East Pickard Road west from the S. Lincoln Road intersection by the Union Township Hall at 2010 S. Lincoln Road approximately 0.2 miles to the McDonald Park parking lot, plus the short (40 – 50 feet each) connector sidewalks to the Township Hall parking lot and to the Outdoor Fitness Court in the park.



The successful bidder will be expected to enter into a service agreement with the EDA Board that more completely outlines the terms and conditions of the services to be provided.

Right of Decision/Rejection

The EDA Board reserves the right to make all decisions regarding this request, including, without limitation, the right to decide whether a proposal does or does not substantially comply with the requirements of or meet the objectives of this request. The EDA Board also reserves the right to reject any or all proposals received if it determines in its sole discretion that the proposals received will not achieve the objectives set forth in the Scope of Request.

Proposal Form and Deadline

1. **Form and cover letter.** Proposals must be submitted on the form provided (Attachment A) along with a cover letter.
2. **Insurance.** Proposals must include proof of liability, workers compensation, and vehicle insurance, along with the limits for each policy.
3. **Additional attachments.** The bidder may attach up to five (5) additional pages of information about the contractor or services to be provided, including any testimonials.
4. **Deadline.** All proposals must be received by the Township at the Township Hall (2010 South Lincoln Road, Mount Pleasant, MI 48858) no later than **10:00 a.m. on Thursday, November 16, 2023**. Proposals received after this deadline will not be considered.

Procedural Questions

All procedural questions about this request should be directed to:

Rodney Nanney, AICP, Community and Economic Development Director
Charter Township of Union
2010 South Lincoln Road
Mount Pleasant, MI 48858

Phone: (989) 772-4600 Ext. 232
Email: rnanney@uniontownshipmi.com

ATTACHMENT A

CONTRACTOR NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

OFFICE PHONE: _____

CELL PHONE: _____

EMAIL: _____

CONTRACTOR WEBSITE: _____

Sidewalk Snowplow Services: (check each box to confirm and fill in the blanks as appropriate)

- ☐ Sidewalk snowplow services and provided by experienced professionals.
- ☐ All designated sidewalks and curb ramps at driveways and intersections within each Service Area will be promptly cleared of snow and ice accumulation greater than _____ inch(es) in depth within _____ hours of the end of each accumulation.
- ☐ Invoices will be submitted to the Township on a monthly basis by or before the first Tuesday of each calendar month, and shall state the number of plows provided in each Service Area at the following costs per plow or flat rate per month:

Cost per Plow:	2024	2025	2026
Area A	\$	\$	
Area B	\$	\$	
Area C	\$	\$	
Area D	\$	\$	
Area E	\$	\$	

Flat Rate Per Year	\$	\$	\$
--------------------	----	----	----

- ☐ The Contractor will take special care with plowing adjacent to the Outdoor Fitness Court, fence and other improvements in McDonald Park to avoid damaging these facilities.
- ☐ The Contractor will promptly notify the Township of any damage to public facilities or infrastructure and of any anticipated delay in responding to a snow or ice accumulation.