

**Economic Development Authority Board (EDA)
Regular Meeting – Union Township Hall
Tuesday, June 17, 2025, 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
 - May 20, 2025, Regular Meeting
6. PRESENTATION
 - A. East DDA Fund and West DDA Fund FY2024 Audit Presentation – Ali Barnes, Yeo & Yeo
7. PUBLIC COMMENT
8. REPORTS
 - A. Accounts payable Approval
 - East DDA District #248 – Check Register
 - West DDA District #250 – Check Register
 - B. Financial Reports: Income / Expense Statement; Balance Sheet
 - East DDA District #248
 - West DDA District #250
 - C. Board Member Matrix
9. NEW BUSINESS
 - A. RFBA - To approve the contract with Bill's Custom Fab. Inc. to rehabilitate benches and waste receptacles along E. Pickard Rd and to amend the FY2025 East DDA Fund budget for this project.
10. DIRECTOR COMMENTS
11. FINAL BOARD COMMENTS
12. ADJOURNMENT
 - Next regularly scheduled meeting Tuesday, July 15, 2025, at 4:30pm
 - Informational Meeting Tuesday, July 22, 2025, at 4:30pm

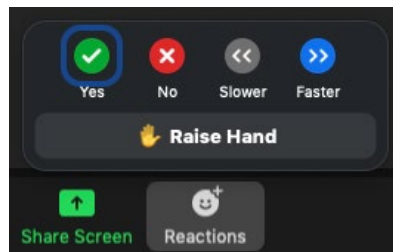
Hybrid Meeting Instructions for the Economic Development Authority Board

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.

**Charter Township of Union
Economic Development Authority Board (EDA)
Regular Meeting
Tuesday, May 20, 2025**

MINUTES

A regular meeting of the Charter Township of Union Economic Development Authority Board was held on May 20, 2025 at the Union Township Hall 2010 S. Lincoln Rd, Mt. Pleasant, MI 48858.

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

ROLL CALL

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

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

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

MOTION by **Figg** SUPPORTED by **Zalud** to APPROVE minutes from April 15, 2025, regular meeting as presented. **MOTION CARRIED 7-0.**

PUBLIC COMMENT – None

ACCOUNTS PAYABLE/ FINANCIAL STATEMENTS

Finance Director, Sherrie Teall reviewed the accounts payable for the East DDA 4/16/25 – 5/20/25
MOTION by **Zalud** SUPPORTED by Mielke to APPROVE the East DDA payables as presented \$20,035.48. **MOTION CARRIED 7-0.**

Financial reports were RECEIVED AND FILED by Chair Kequom.

NEW BUSINESS

A. Election of Officers (Chair & Vice Chair)

MOTION by **Zalud** SUPPORT by **Bacon** to reappoint Tom Kequom as Chair, and Bryan Mielke as Vice Chair. **7 – YES, 0 – NO, 1 - ABSENT. MOTION CARRIED.**

B. RFBA – To move into closed session under Section 8(1)(d) of the Open Meetings Act to consider the purchase of real property, and also under Section 8(1)(h) of the Open Meetings Act to consider an appraisal of real property that is exempt from disclosure by Section 13(1)(j) of the Freedom of Information Act. Community and Economic Development Director – Rodney Nanney reviewed RFBA. Board discussion.

MOTION by **Mielke** SUPPORT by **Barz** to move into closed session under Section 8(1)(d) of the Open Meetings Act to consider the purchase of real property, and also under Section 8(1)(h)

of the Open Meetings Act to consider an appraisal of real property that is exempt from disclosure by Section 13(1)(j) of the Freedom of Information Act. **MOTION CARRIED 7-0.**

CLOSED SESSION 4:46 p.m.

6:05 p.m.

MOTION by **Mielke** SUPPORTED by **Chowdhary** to come out of closed session and resume the regular meeting. **7 – YES, 0 – NO, 1 – ABSENT. MOTION CARRIED.**

MOTION by **Zalud** SUPPORTED by **Figg** to direct staff to begin the process to negotiate terms of a DDA District real property purchase for economic development purposes. **7 – YES, 0 – NO, 1 – ABSENT. MOTION CARRIED.**

BOARD COMMENTS

- Mielke made note of open EDA Board seat and shared the announcement that the Township was awarded \$217,000 from Saginaw Chippewa 2% Grant Funding. \$2000,000 for McDonald Park upgrades and \$17,000 for new baseball batting cage.
- Zalud, followed by the entire EDA Board, thanked Saginaw Chippewa Tribe for their active vital role in the community.

DIRECTOR COMMENTS

- Update on irrigation project
- Update on banners and working with the Convention and Visitors Bureau on new seasonal banners.
- Mentioned Special Olympic Welcome Banners.
- Director Nanney mentioned the need for volunteers at the special Olympics.
- Park Benches and Trash Receptacles rehabilitation project update.
- New website going live 5/21/25.

Next regularly scheduled monthly EDA Board meeting June 17, 2025, at 4:30pm.
Meeting adjourned 6:19pm.

APPROVED BY

Thomas Kequom, EDA Board Chair

(Recorded by Amy Peak)

Charter Township of Union East and West DDA Audit Results

PRESENTED BY

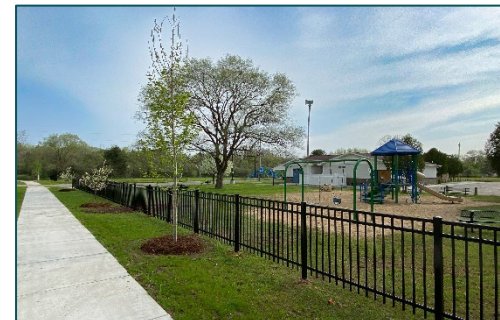
Ali N. Barnes
CPA, CGFM

Fiscal Year Ended
December 31, 2024



YEO & YEO

CPAS & ADVISORS



Audit Opinion

- The purpose of an audit
- Unmodified opinion
 - Highest level of assurance
- Management's responsibility
 - Preparation and fair presentation in accordance with GAAP
 - Design, implementation and maintenance of internal controls
- Auditors' responsibility
 - Express opinions on the financial statements based on our audit

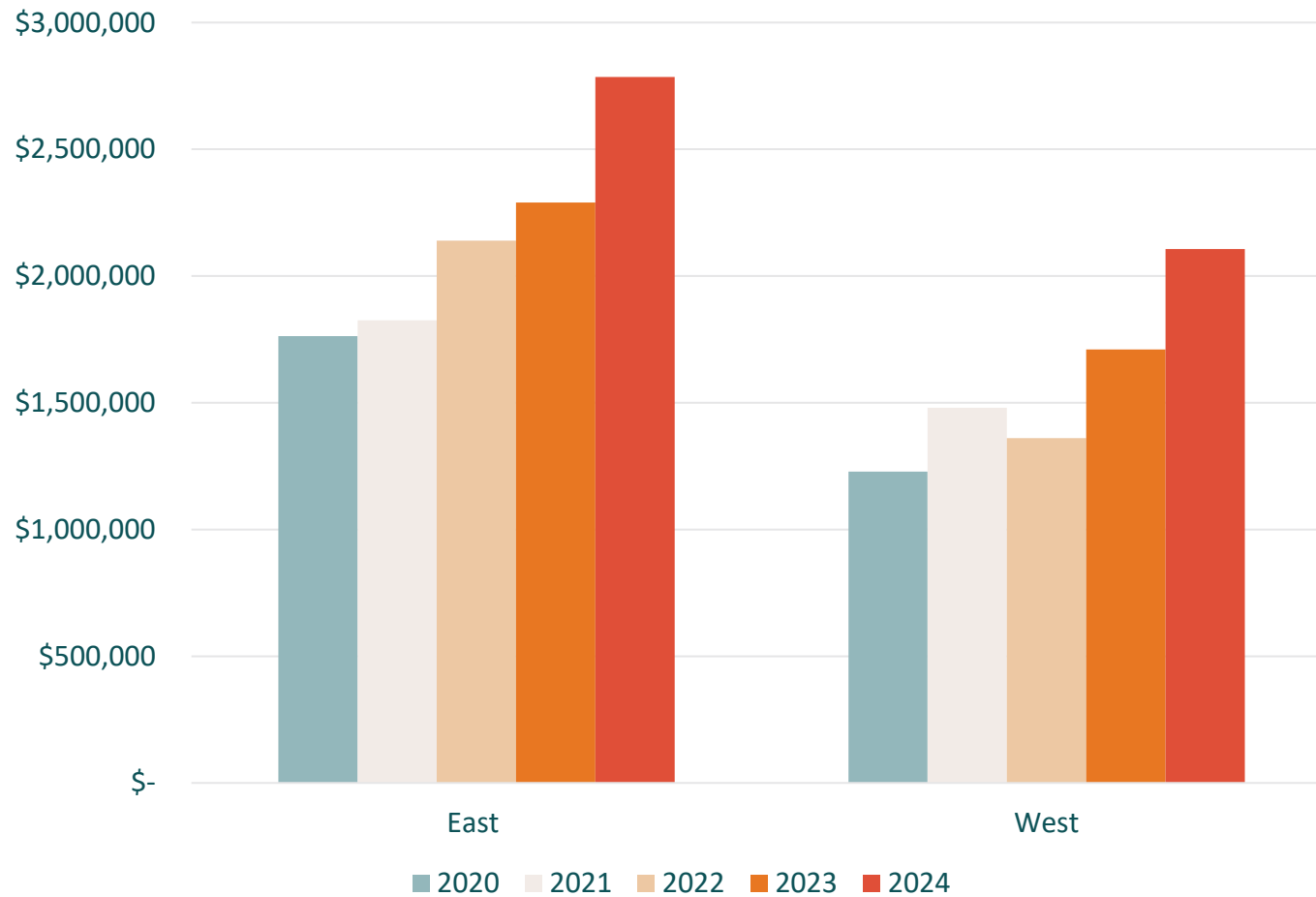
East DDA



West DDA



Net Position



Internal Controls and Compliance

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

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EMAIL

ali.barnes@yeoandyeo.com

06/11/2025 01:04 PM
User: SHERRIE
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
CHECK DATE FROM 05/21/2025 - 06/17/2025

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 248 EDDA CHECKING						
06/04/2025	248	128 (E)	00146	CONSUMERS ENERGY	4675 E PICKARD	34.62
					4923 E PICKARD	44.61
					2027 FLORENCE	40.25
					5770 E PICKARD STE B	29.36
					5771 E PICKARD STE A	80.71
					5771 E PICKARD STE B	29.53
					4592 E PICKARD STE A	39.94
					4592 E PICKARD STE B	29.19
					4900 E PICKARD	45.25
					5157 E PICKARD STE A	36.96
					5157 E PICKARD STE B	29.36
					5325 E PICKARD	75.42
					5770 E PICKARD STE A	65.40
					1940 S ISABELLA	48.83
						<hr/> 629.43
06/17/2025	248	4467	01600	BE GREEN LAWN SERVICES CO INC	FERTILIZER&WEED CONTROL-PICKARD	2,860.00
06/17/2025	248	4468	00072	BLOCK ELECTRIC	HANG SPECIAL OLYMPICS BANNERS	225.00
					HANG ART REACH BANNERS	1,335.00
						<hr/> 1,560.00
06/17/2025	248	4469	01741	GOENNER LAWCARE LLC	SPRING CLEAN UP&LAWN MAINT-APR/MAY 2025	3,775.00
06/17/2025	248	4470	00450	M M I	PARK BENCH GROUND MAINTENANCE-MAY 2025	536.00
06/17/2025	248	4471	01481	MICHIGAN ECONOMIC DEVELOPERS ASSOC	ANNUAL MEMBERSHIP DUES	175.00
						<hr/>
248 TOTALS:						
Total of 6 Disbursements:						9,535.43

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 250 WDDA CHECKING						
06/17/2025	250	316	01481	MICHIGAN ECONOMIC DEVELOPERS ASSOC	ANNUAL MEMBERSHIP DUES	175.00
250 TOTALS:						
Total of 1 Checks:						175.00
Less 0 Void Checks:						0.00
Total of 1 Disbursements:						175.00

PERIOD ENDING 05/31/2025

GL NUMBER	DESCRIPTION	YTD BALANCE	2025		YTD BALANCE	% BDGT USED
		05/31/2024	ORIGINAL	2025	05/31/2025	
		NORMAL (ABNORMAL)	BUDGET	AMENDED BUDGET	NORMAL (ABNORMAL)	
Fund 248 - EAST DDA FUND						
Revenues						
Dept 000 - NONE						
248-000-402.000	CURRENT PROPERTY TAX	0.00	575,000.00	575,000.00	585,423.33	101.81
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	9,144.41	3,048.14
248-000-414.000	PROPERTY TAX REFUNDS-BOR MTT	0.00	(2,000.00)	(2,000.00)	0.00	0.00
248-000-445.000	INTEREST ON TAXES	0.00	500.00	500.00	406.96	81.39
248-000-573.000	STATE AID REVENUE-LCSA	0.00	75,000.00	75,000.00	0.00	0.00
248-000-665.000	INTEREST EARNED	33,584.87	87,000.00	87,000.00	35,591.51	40.91
248-000-672.000	OTHER REVENUE	0.00	500.00	500.00	25,539.00	5,107.80
Total Dept 000 - NONE		33,584.87	736,050.00	736,050.00	656,105.21	89.14
TOTAL REVENUES		33,584.87	736,050.00	736,050.00	656,105.21	89.14
Expenditures						
Dept 336 - FIRE DEPARTMENT						
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	85,760.78	88,000.00	88,000.00	0.00	0.00
Total Dept 336 - FIRE DEPARTMENT		85,760.78	88,000.00	88,000.00	0.00	0.00
Dept 728 - ECONOMIC DEVELOPMENT						
248-728-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	4,905.20	22,300.00	22,300.00	4,642.00	20.82
248-728-801.001	MAINT- BENCHES/TRASH RECEPTACLES	0.00	5,000.00	5,000.00	0.00	0.00
248-728-801.003	SIDEWALK SNOWPLOWING	6,547.21	19,000.00	19,000.00	4,350.20	22.90
248-728-801.004	LAWN CARE	4,272.00	35,000.00	35,000.00	9,495.00	27.13
248-728-801.005	IRRIGATION / LIGHTING REPAIRS	9,539.84	23,000.00	23,000.00	0.00	0.00
248-728-801.007	FLOWER/LANDSCAPE MAINTENANCE	9,766.84	49,000.00	49,000.00	0.00	0.00
248-728-880.000	COMMUNITY PROMOTION	6,500.00	16,500.00	16,500.00	2,592.02	15.71
248-728-883.000	COMMUNITY IMPROVEMENT GRANTS	0.00	40,000.00	40,000.00	0.00	0.00
248-728-885.000	STREET LIGHT BANNERS/CHRISTMAS	5,928.39	23,000.00	23,000.00	6,950.00	30.22
248-728-900.000	PRINTING & PUBLISHING	0.00	250.00	250.00	174.88	69.95
248-728-920.000	ELECTRIC/NATURAL GAS	4,126.91	17,000.00	17,000.00	4,396.03	25.86
248-728-920.200	WATER & SEWER CHARGES	0.00	8,000.00	8,000.00	0.00	0.00
248-728-940.000	LEASE/RENT	715.00	1,200.00	1,200.00	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	0.00	500.00	500.00	175.00	35.00
248-728-963.000	PROPERTY/LIABILITY INSURANCE	2,109.43	2,200.00	2,200.00	2,371.44	107.79
248-728-967.200	WATER SYSTEM PROJECTS	0.00	500,000.00	500,000.00	0.00	0.00
248-728-967.400	STREET/ROAD PROJECTS	0.00	200,000.00	200,000.00	0.00	0.00
248-728-967.500	SIDEWALK/PATHWAY PROJECTS	26,500.00	225,000.00	225,000.00	0.00	0.00
248-728-971.000	CAPITAL OUTLAY-LAND	0.00	400,000.00	400,000.00	0.00	0.00
248-728-974.000	LAND IMPRVMENTS-GENERAL	0.00	20,000.00	20,000.00	0.00	0.00
248-728-974.200	LAND IMPRVMENTS-PICKARD RIGHT OF WAY	0.00	450,000.00	450,000.00	10,000.00	2.22
248-728-974.201	LAND IMPRVMENTS-5800 PICKARD/ENTERPRIS	54.74	40,000.00	40,000.00	57.53	0.14
248-728-974.202	LAND IMPRVMENTS-2120 YATS DR	54.74	210.00	210.00	57.53	27.40
248-728-974.203	LAND IMPRVMENTS-JONATHON LANE	54.74	210.00	210.00	57.53	27.40
Total Dept 728 - ECONOMIC DEVELOPMENT		81,075.04	2,097,470.00	2,097,470.00	45,319.16	2.16
TOTAL EXPENDITURES		166,835.82	2,185,470.00	2,185,470.00	45,319.16	2.07

		YTD BALANCE	2025		YTD BALANCE	
		05/31/2024	ORIGINAL	2025	05/31/2025	% BDGT
GL NUMBER	DESCRIPTION	NORMAL (ABNORMAL)	BUDGET	AMENDED BUDGET	NORMAL (ABNORMAL)	USED
Fund 248 - EAST DDA FUND						
Fund 248 - EAST DDA FUND:						
TOTAL REVENUES		33,584.87	736,050.00	736,050.00	656,105.21	89.14
TOTAL EXPENDITURES		166,835.82	2,185,470.00	2,185,470.00	45,319.16	2.07
NET OF REVENUES & EXPENDITURES		(133,250.95)	(1,449,420.00)	(1,449,420.00)	610,786.05	42.14

PERIOD ENDING 05/31/2025

GL NUMBER	DESCRIPTION	YTD BALANCE	2025		YTD BALANCE	% BDGT USED
		05/31/2024	ORIGINAL	2025	05/31/2025	
		NORMAL (ABNORMAL)	BUDGET	AMENDED BUDGET	NORMAL (ABNORMAL)	
Fund 250 - WEST DDA FUND						
Revenues						
Dept 000 - NONE						
250-000-402.000	CURRENT PROPERTY TAX	0.00	454,000.00	454,000.00	453,249.03	99.83
250-000-412.000	DELQ PERSONAL PROPERTY CAPT	0.00	50.00	50.00	200.43	400.86
250-000-414.000	PROPERTY TAX REFUNDS-BOR MTT	0.00	(2,000.00)	(2,000.00)	0.00	0.00
250-000-445.000	INTEREST ON TAXES	0.00	200.00	200.00	2.46	1.23
250-000-573.000	STATE AID REVENUE-LCSA	0.00	2,900.00	2,900.00	0.00	0.00
250-000-665.000	INTEREST EARNED	23,634.04	56,000.00	56,000.00	22,678.74	40.50
Total Dept 000 - NONE		23,634.04	511,150.00	511,150.00	476,130.66	93.15
TOTAL REVENUES		23,634.04	511,150.00	511,150.00	476,130.66	93.15
Expenditures						
Dept 336 - FIRE DEPARTMENT						
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	69,657.35	73,000.00	73,000.00	0.00	0.00
Total Dept 336 - FIRE DEPARTMENT		69,657.35	73,000.00	73,000.00	0.00	0.00
Dept 728 - ECONOMIC DEVELOPMENT						
250-728-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	2,867.50	13,300.00	13,300.00	2,500.00	18.80
250-728-801.003	SIDEWALK SNOWPLOWING	4,361.40	9,000.00	9,000.00	2,586.81	28.74
250-728-880.000	COMMUNITY PROMOTION	6,500.00	16,500.00	16,500.00	500.00	3.03
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	250.00	250.00	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	0.00	500.00	500.00	0.00	0.00
250-728-967.400	STREET/ROAD PROJECTS	0.00	50,000.00	50,000.00	0.00	0.00
250-728-967.500	SIDEWALK/PATHWAY PROJECTS	11,125.00	175,000.00	175,000.00	0.00	0.00
250-728-974.204	LAND IMPRVMENTS-REMUS RD RIGHT OF WAY	0.00	50,000.00	50,000.00	0.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		24,853.90	354,650.00	354,650.00	5,586.81	1.58
TOTAL EXPENDITURES		94,511.25	427,650.00	427,650.00	5,586.81	1.31
Fund 250 - WEST DDA FUND:						
TOTAL REVENUES		23,634.04	511,150.00	511,150.00	476,130.66	93.15
TOTAL EXPENDITURES		94,511.25	427,650.00	427,650.00	5,586.81	1.31
NET OF REVENUES & EXPENDITURES		(70,877.21)	83,500.00	83,500.00	470,543.85	563.53

Fund 248 EAST DDA FUND

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	8,531.77
248-000-002.000	SAVINGS	293,668.98
248-000-003.001	CERTIFICATE OF DEPOSIT	2,209,992.84
248-000-084.703	DUE FROM CURRENT TAX FUND	585,423.33
248-000-128.000	ASSETS HELD FOR SALE	32,557.27
Total Assets		3,130,174.19
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	9,535.43
Total Liabilities		9,535.43
*** Fund Balance ***		
248-000-375.000	RESTRICTED FUND BALANCE	2,509,852.71
Total Fund Balance		2,509,852.71
Beginning Fund Balance		2,509,852.71
Net of Revenues VS Expenditures		610,786.05
Ending Fund Balance		3,120,638.76
Total Liabilities And Fund Balance		3,130,174.19

Fund 250 WEST DDA FUND

GL Number	Description	Balance
*** Assets ***		
250-000-001.000	CASH	4,886.73
250-000-002.000	SAVINGS	468,643.14
250-000-002.001	SHARES	53.70
250-000-003.001	CERTIFICATE OF DEPOSIT	1,163,410.62
250-000-084.703	DUE FROM CURRENT TAX FUND	453,249.03
Total Assets		2,090,243.22
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
250-000-375.000	RESTRICTED FUND BALANCE	1,619,699.37
Total Fund Balance		1,619,699.37
Beginning Fund Balance		1,619,699.37
Net of Revenues VS Expenditures		470,543.85
Ending Fund Balance		2,090,243.22
Total Liabilities And Fund Balance		2,090,243.22

Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	James	Thering	11/20/2028
2-Chair	Phil	Squattrito	2/15/2026
3-Vice Chair	Stan	Shingles	2/15/2027
4-Secretary	Jessica	Lapp	2/15/2026
5 - Vice Secretary	Thomas	Olver	2/15/2027
6	John	Hayes	2/15/2028
7	Everett	Bradshaw	2/15/2028
8	Nivia	McDonald	2/15/2026
9	Philip	Browne Jr.	2/15/2028
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	Nivia	McDonald	2/15/2026
4 -	Lori	Rogers	12/31/2026
5 -	Brian	Clark	12/31/2027
Alt. #1	David	Coyne	12/31/2027
Alt #2	Vacant		12/31/2026
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Jeanette	Corbin	12/31/2026
2	Sarvjit	Chowdhary	12/31/2026
3	Steffany	Stine	12/31/2026
Alt #1	John	Hayes	12/31/2026
Construction Board of Appeals (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Joseph	Schafer	12/31/2025
2	Andy	Theisen	12/31/2025
3	William	Gallaher	12/31/2025
Hannah's Bark Park Advisory Board (2 Members from Township) 2 year term			
1	Mark	Stuhldreher	12/31/2026
2	John	Dinse	12/31/2025
Chippewa River District Library Board 4 year term			
1	Ruth	Helwig	12/31/2027
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	11/20/2028
3	James	Zalud	4/14/2027
4	Richard	Barz	2/13/2029
5	Robert	Bacon	1/13/2027
6	Marty	Figg	6/22/2026
7	Sarvjit	Chowdhary	6/22/2027
8	Vacant		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		
Cultural and Recreational Commission (1 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1	Miranda	Ley	12/31/2025
Mt. Pleasant Airport Joint Operations and Mgmt Board (1 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1 - Union Township	Rodney	Nanney	12/31/2026
Local Election Commission Committee (3 BOT Members) 4 year term			
#	F Name	L Name	Expiration Date
1	Lisa	Cody	11/20/2028
2	Lori	Rogers	11/20/2028
3	Jeff	Brown	11/20/2028

REQUEST FOR EDA BOARD ACTION

To: Economic Development Authority Board

DATE: June 12, 2025

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

DATE FOR CONSIDERATION: June 17, 2025

ACTIONS REQUESTED: To approve a contract with Bill's Custom Fab, Inc. to rehabilitate 29 benches and 23 waste receptacles along the E. Pickard Road (M-20) corridor within the boundaries of the East Downtown Development Authority District in the amount of \$72,741.05, to amend the FY2025 East DDA Fund budget to authorize an additional appropriation of \$73,000.00 for this project, and to authorize the Township Manager to sign the Proposal #25-090 service agreement with Bill's Custom Fab, Inc. for this work.

Current Action _____ Emergency X

Funds Budgeted in 2025: No X If Yes _____ Account # 248-000-967.000

Finance Approval _____ ST

BACKGROUND INFORMATION

In early 2018, the EDA Board approved a project list that initially included replacing the park benches and waste receptacles along the E. Pickard Road (M-20) corridor within the East DDA district. Later, a determination was made that these items could be repaired/refurbished more cost effectively. In 2019, the EDA Board approved a contract for the removal, repair, refurbishment, and reinstallation of the benches and trash receptacles. As part of this process, the existing composite material slats were repaired and reversed to extend their usability.

Over the past several years, the park benches and trash receptacles have experienced significant use, resulting in considerable wear and a clear need for refurbishment.

In April 2025, an Invitation for Bid was advertised through the Morning Sun, Indeed.com, the Chamber of Commerce, the Home Builders Association, and the Union Township website, but no responses were received. In May 2025, the project was re-advertised, resulting in one bid submission from Bill's Custom Fab, Inc., a local firm located in the City of Mt. Pleasant's industrial park.

SCOPE OF SERVICES

If approved, the Proposal #25-090 service agreement from Bill's Custom Fab, Inc. calls for the following scope of work to be completed during 2025 in four (4) phases: Benches and trash receptacles to be removed, inspected and assessed for structural damage, missing boards, components and wear and evaluate materials for restoration needs. Prepare surfaces, repair and replace necessary items, reinstall and do a final inspection of the finished product upon completion. Existing anchors will be reused and while benches are removed and anchors are exposed safety measures will be in place. This proposal is consistent with the Invitation to Bid.

EVALUATION AND COSTS

The Invitation to Bid was advertised and shared widely, but resulted in only one bid response. While this is not ideal, the responsive bidder has provided a bid that is fully responsive to the Invitation to Bid. Bill's Custom Fab, Inc. is a local company with the resources and capacity to complete this labor-intensive improvement project in a timely manner. The total bid price for completion of the requested work is \$72,741.05.

The proposed phasing would require some additional coordination by Twp. staff, including removal and temporary off-site storage of the plastic trash receptacle inserts while the equipment is removed for refurbishment.

JUSTIFICATION

The EDA Board oversees the Township's East Downtown Development Authority District and has invested substantial resources in the establishment and maintenance of the streetscape improvements along the E. Pickard Road (M-20) corridor. As a gateway to the greater Mt. Pleasant Area, these corridor improvements establish a visual character that plays a vital role in shaping the first impressions for both visitors and residents.

Many of the existing benches and trash receptacles are showing signs of noticeable deterioration from years of continuous use and exposure to weather, including fading, rust, splintering, and structural wear. Refurbishment is essential to ensure public safety, preserve the visual appeal of community spaces, and extend the lifespan of these amenities. Refurbishment also offers a more cost-effective solution over full replacement with new equipment at current prices.

BOARD OF TRUSTEES GOALS ADDRESSED

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

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

Maintenance of the benches and trash receptacles along the E. Pickard Road corridor is essential for the safety and well-being of all who make use of them (1.1, 1.3). The refurbishment of these streetscape elements has become necessary to maintain this corridor as an attractive business district that help all residents, visitors, (1.2) and prospective business investors feel welcomed (1.5).

PROJECT TIMETABLE

The work outlined in the contract will be carried out in four (4) phases, beginning on the north side of E. Pickard Rd. Crews will alternate between sites, with each phase expected to take approximately two (2) weeks, resulting in a total project duration of about eight (8) weeks. The

project is anticipated to be ready to begin within a few weeks following contract approval.

RESOLUTION

To approve a contract with Bill's Custom Fab, Inc. to rehabilitate 29 benches and 23 waste receptacles along the E. Pickard Road (M-20) corridor within the boundaries of the East Downtown Development Authority District in the amount of \$72,741.05, to amend the FY2025 East DDA Fund budget to authorize an additional appropriation of \$73,000.00 for this project, and to authorize the Township Manager to sign the Proposal #25-090 service agreement with Bill's Custom Fab, Inc. for this work.

Resolved by _____ Seconded by _____

Yes:

No:

Absent:

Thomas Kequom, EDA Board Chair



BILL'S CUSTOM FAB, INC.

1836 Gover Parkway Mt. Pleasant, MI 48858
Ph. (989) 772-5817 Fx. (989) 773-7704
estimator@billscustomfab.com
www.billscustomfab.com



May 19, 2025

Proposal # 25-090

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

PLEASE NOTE: This proposal is based on current steel industry prices. Due to current market conditions, our suppliers will only hold their prices for 24 hours. We reserve the right to adjust material prices upon receipt of your order. This may result in an increase or decrease in material prices. Labor prices will remain unaffected.

RE: Bench and trash Receptacle Rehabilitation:

This proposal is for Rehabilitating 29 Benches and 23 Trash Receptacles located along the East Pickard Road corridor within the East Downtown development Authority District. The purpose of this project is to restore these items to a new look with a durable outer coating and new recycled plastic.

Proposal is to provide the following:

- ✓ Restore a Qty of 29 (6ft long) benches by removing existing slats, sandblasting all metal surfaces, repainting all metal surfaces and installing new recycled plastic slats.
 - New steel coating will include a Macro Epoxy primer base coat, with a Poly-Urethane Hi solids top coat in a semi-gloss black finish.
 - New recycled slats will be a Cedar color and will include new stainless-steel hardware.
 - All Benches will be removed/restored and set back in their original locations and secured to the concrete, using existing anchors. If existing anchors are damaged, they will be replaced with new 1/2" x 3 3/4" SS anchors.

- ✓ Restore a Qty of 23 Trash Receptacles by removing existing slats, sandblasting all metal surfaces, repainting all metal surfaces and installing new recycled plastic slats.
 - New steel coating will include a Macro Epoxy primer base coat, with a Poly-Urethane Hi solids top coat in a semi-gloss black finish.
 - New recycled slates will be a Cedar color and will include new stainless-steel hardware.
 - Replace any and all broken Lanyards and S hooks.
 - All Trash Receptacles will be removed/restored and set back in their original locations and secured to the concrete, using existing anchors. If existing anchors are damaged, they will be replaced with new 1/2" x 3 3/4" SS anchors.

- ✓ Project to be completed in 4 phases (Approx. 8 weeks to complete)
 - Work to be completed prior to each phase.
 - All trash and plastic trash receptacles removed by others.
 - Generate map of all locations, to ensure all benches and receptacles are placed back in their original locations.
 - Labeling process for all units.
 - Safety measures. All anchors will be clearly marked, during removal periods.
 - It is our intension to access all sites by private parking lots.
 - BCF will contact all business owners next to each site, to seek approval to use parking lots for loading and unloading.

- ✓ Phase 1
 - Work will start on the North side of Pickard St. BCF will remove every other site starting with the site furthest to the West. Within approximately 2-weeks, all units removed, will be restored and placed back in their original locations, fastened down and quality inspections performed.
- ✓ Phase 2
 - Work will start on the North side of Pickard St. BCF will remove all other remaining sites. Within approximately 2-weeks, all units removed will be restored and placed back in their original locations, fastened down and quality inspections performed.
- ✓ Phase 3
 - Work will start on the South side of Pickard St. BCF will remove every other site starting with the site furthest to the West. Within approximately 2-weeks, all units removed, will be restored and placed back in their original locations, fastened down and quality inspections performed.
- ✓ Phase 4
 - Work will start on the South side of Pickard St. BCF will remove all other remaining sites. Within approximately 2-weeks, all units removed will be restored and placed back in their original locations, fastened down and quality inspections performed.

Total Proposed Price: **\$72,741.05**

Exclusions:

No Davis Bacon or Prevailing wages
 No testing, inspections or permits.
 No removal of trash or plastic receptacles from site
 No replacing plastic trash receptacles to site after job is complete
 No cement work or repair to cement
 No cost included for road closure or traffic disruptions, if required

Please note there is an additional 3.5% credit/debit card fee on all orders processed with a credit/debit card.

If approved, please sign and fax/email a copy to Bill's Custom Fab, Inc. Thank you for the opportunity to quote this project. We look forward to working with you.

Bill's Custom Fab, Inc. – signature

Customer - signature

Bill's Custom Fab, Inc. – printed name

Customer – printed name

Date

Date

INVITATION TO BID

The Charter Township of Union Economic Development Authority Board is seeking bids for the following scope of work:

Bench and Trash Receptacle Rehabilitation

1. Park Bench Rehabilitation

- **Inspection & Assessment:**
 - Identify structural damage, missing boards, components, and wear.
 - Evaluate materials (wood, metal, or composite) for restoration needs.
- **Surface Preparation:**
 - Remove old paint, rust, or debris using sanding, grinding, or chemical stripping.
 - Clean surfaces thoroughly to ensure proper adhesion of finishes.
- **Repairs & Replacement:**
 - Replace damaged or missing slats, bolts, brackets, and fasteners.
 - Replace all damaged or missing slats with new durable resin wood composite recycled plastic slats in a coordinated color approved by the Township.
 - Weld or reinforce metal frames and feet if necessary.
 - Ensure all connections are secure and stable.
- **Coating & Finishing:**
 - Apply rust-resistant primer and paint for metal components.
 - Stain or seal wooden parts with weatherproof finishes.
 - Apply protective coatings to enhance durability and longevity.
- **Installation & Final Inspection:**
 - Securely reinstall rehabilitated benches in their designated locations.
 - Conduct a final inspection to ensure stability and aesthetics.

2. Trash Receptacle Rehabilitation

- **Inspection & Assessment:**
 - Check for rust, structural damage, or missing parts.
 - Assess the condition of liners and hinges.
- **Cleaning & Surface Preparation:**
 - Remove debris, grime, and old coatings.
 - Treat rusted areas with appropriate rust removers or treatments.
- **Repairs & Replacement:**
 - Repair or replace damaged panels, lids, and locking mechanisms.
 - Reinforce structural integrity if necessary.
 - Replace all damaged or missing slats with new durable resin wood composite recycled plastic slats in a coordinated color approved by the Township.

- **Coating & Finishing:**
 - Repaint with durable, weather-resistant coatings.
 - Apply anti-graffiti and corrosion-resistant treatments as needed.
- **Reinstallation & Final Inspection:**
 - Place rehabilitated receptacles back in designated locations.
 - Perform a final quality check to ensure functionality and visual appeal.

3. Phasing of Activity

- The selected vendor will develop a phased plan for this scope of work that minimizes disruption along the corridor subject to Township approval.

Please plan to deliver your proposal to the Township Hall at 2010 S. Lincoln Rd., Mt. Pleasant, MI 48858 by 10:00 am on Wednesday, May 21, 2025.

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 Board is requesting bids from qualified contractors for the rehabilitation of 28 benches and 23 waste receptacles located along the East Pickard Road corridor within the East Downtown Development Authority District. The purpose of this project is to restore these items to a safe, aesthetically pleasing, and durable condition.

Bid Requirements

1. **Company Information** - Name, address, contact details, and relevant experience.
2. **Project Approach** – Description of work methods, materials and timeline.
3. **Cost Estimate** – Itemized pricing including labor materials and any applicable fees.
4. **References** – At least two references from similar projects.
5. **Licensing & Insurance** – Proof of applicable licenses and insurance coverage.

Acceptance of your proposal will be contingent upon execution of a service agreement between the Charter Township of Union and the successful bidder.

Deadline for Submittal

You are invited to submit your bid electronically to rnanney@uniontownshipmi.com with the subject line titled **“Bench and Trash Receptacle Rehabilitation”** or in a sealed envelope clearly marked **“Bench and Trash Receptacle Rehabilitation”** containing your proposal and documents, to the Township’s Community and Economic Development Director no later than **10:00 a.m.** on **Wednesday, May 21, 2025**. Submittals received after this deadline may not be considered.

Deliver the sealed envelope with your proposal to:

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

Right of Decision/Rejection

The Township reserves the right to make all decisions regarding this request, including, without limitation, the right to decide whether a bid does or does not substantially comply with the requirements of or meet the objectives of this request.

The Township reserves the right to reject any or all bids received if it determines in its sole discretion that the proposals received will not achieve the objectives set forth in the Scope of Request.

Questions

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