

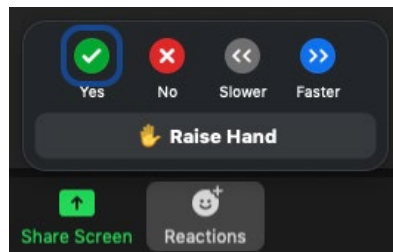
Hybrid Meeting Instructions for the Economic Development Authority Board

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 – Union Township Hall
Tuesday, November 19, 2024, 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 15, 2024, Regular Meeting
6. PUBLIC COMMENT
7. REPORTS
 - A. Accounts payable Approval – October
East DDA District #248 – Check Register
West DDA District #250 – Check Register
 - B. October Financial Reports: Income / Expense Statement; Balance Sheet
East DDA District #248
West DDA District #250
 - C. Board Member Matrix
8. NEW BUSINESS
 - A. RFBA – Approval of Irrigation design services with Graber & Associates, LLC
 - B. RFBA - Authorization for Participation in the 2025 Art Reach Festival of Banners
9. PENDING BUSINESS
10. DIRECTOR COMMENTS
11. ADJOURNMENT
 - Next regularly scheduled meeting Tuesday, December 17, 2024, at 4:30pm

**Charter Township of Union
Economic Development Authority Board (EDA)
Regular Board Meeting
Tuesday, October 15, 2024**

MINUTES

A regular meeting of the Charter Township of Union Economic Development Authority Board was held on October 15, 2024, at the Union Township Hall 2010 S. Lincoln Rd, Mt. Pleasant, MI 48858.

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

ROLL CALL

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

Excused: Sweet, Coyne

Absent:

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

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

MOTION by **Figg** SUPPORTED by **Chowdhary** to APPROVE minutes from September 17, 2024, regular meeting as presented. **MOTION CARRIED 7-0.**

PUBLIC COMMENT - None

ACCOUNTS PAYABLE/ FINANCIAL STATEMENTS

Community and Economic Development Director, Rodney Nanney reviewed the accounts payable for the East DDA 9/18/24 – 10/15/24 MOTION by **Zalud** SUPPORTED by **Bacon** to APPROVE the East DDA payables as presented \$20,343.07. **MOTION CARRIED 7-0.**

Financial reports were RECEIVED AND FILED by Chair Kequom.

NEW BUSINESS

A. RFBA – East DDA and West DDA Funds FY2025 Budget Approval and to Recommend to Board of Trustees for Final Action.

Community and Economic Development Director, Rodney Nanney reviewed the request for board action. Discussion held.

MOTION by **Zalud** SUPPORTED by **Bacon** to approve the fiscal year 2025 Budget for the East DDA Fund and West DDA Fund, and to forward the approved 2025 budgets to the Township Board of Trustees with a recommendation for final adoption. **7 – YES. 0 – NO, 2 – ABSENT.**
MOTION CARRIED 7-0.

B. RFBA – Mister Car Wash request for tree removals at 5190 E. Pickard Rd. (PID 14-146-00-012-01).

Community and Economic Development Director, Rodney Nanney reviewed the request for board action. Discussion held.

MOTION by **Zalud** SUPPORTED by **Barz** to authorize the owners of the Mister Car Wash at 5190 E. Pickard Rd. (PID #14-146-00-012-01) to remove the existing E. Pickard Rd. (M-20) street tree #1 located east of the existing freestanding sign at the intersection with Elizabeth St. and existing tree #3 located in front of the center of an existing hedgerow on the Mister Car Wash lot, both of which are blocking visibility to their freestanding sign, subject to the following conditions:

1. Documentation of liability insurance for the contractor hired to remove the tree shall be provided to the Community and Economic Development Director prior to removal.
2. The project shall include removal of the tree, the stupp, and all debris; replacement of topsoil to level the site; and seeding of the disturbed area with grass seed.

7 – YES, 0 – NO, 2 – ABSENT. MOTION CARRIED.

C. RFBA – To approve the schedule of regular and informational meetings of the Economic Development Authority Board for the 2025 calendar year to take place at 4:30pm on the third Tuesday of each month, except as otherwise noted in the schedule, in accordance with the requirements of the Open Meetings Act.

Community and Economic Development Director reviewed the request for board action. Discussion held.

MOTION by **Figg** SUPPORTED by **Chowdhary** to approve the schedule of regular and information meeting of the Economic Development Authority Board for the 2025 calendar year to take place at 4:30pm on the third Tuesday of each month, except as otherwise noted in the schedule, in accordance with the requirements of the Open Meetings Act.

7 – YES. 0 – NO, 2 – ABSENT. MOTION CARRIED.

BOARD COMMENTS

- Mielke thanked the Finance Director and Community and Economic Development Director for putting the budget together.

DIRECTOR COMMENTS

- Irrigation proposal has been received and will be on the November agenda.
- Pre-construction meeting with McGuirk Sand and Gravel for water system upgrades. Permits have been received and that should be getting underway shortly.
- M-20 project is on schedule to be completed by the end of October.
- Last 2 concrete planters have been returned and will be getting winter ready.

Next regular EDA meeting to be held on October 15, 2024, at 4:30pm.
Meeting adjourned 5:05pm.

APPROVED BY

Thomas Kequom, EDA Board Chair

(Recorded by Amy Peak)

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 248 EDDA CHECKING						
11/05/2024	248	121 (E)	00146	CONSUMERS ENERGY	5770 E PICKARD STE A	78.13
					5771 E PICKARD STE A	89.85
					5325 E PICKARD	94.39
					2029 2ND ST	59.37
					4900 E PICKARD	53.96
					5157 E PICKARD STE A	49.55
					4923 E PICKARD	51.17
					1940 S ISABELLA	51.26
					2027 FLORENCE	46.48
					4592 E PICKARD STE A	47.06
					4675 E PICKARD	44.58
					4592 E PICKARD STE B	29.19
					5157 E PICKARD STE B	29.36
					5771 E PICKARD STE B	29.51
					5770 E PICKARD STE B	29.51
						<u>783.37</u>
11/19/2024	248	4435	01600	BE GREEN LAWN SERVICES CO INC	WEED & FEED-PICKARD CORRIDOR-SEP	0.00 V
				Void Reason: Voided Check Range Void Utility		
					WEED & FEED-PICKARD CORRIDOR-NOV	0.00 V
				Void Reason: Voided Check Range Void Utility		
						<u>0.00</u>
11/19/2024	248	4436	01278	BERENDS, HENDRICKS, STUIT INSURANCE	PROP & LIABILITY INS 11/1/24-10/31/25	0.00 V
				Void Reason: PRINTER JAM		
11/19/2024	248	4437	01741	GOENNER LAWNCARE LLC	MOWING ON PICKARD/TREE REMOVAL-SEPT	0.00 V
				Void Reason: Voided Check Range Void Utility		
11/19/2024	248	4438	01743	GREEN SCENE LANDSCAPING INC	LANDSCAPING AROUND OVERPASS ON PICKARD	10,618.00
					REFILL 2 PLANTERS & CLEAN UP-VFW/LOS PAL	199.00
						<u>10,817.00</u>
11/19/2024	248	4439	00450	M M I	PARK BENCH/GROUNDS MAINT-PICKARD-OCT	536.00
11/19/2024	248	4440	01481	MICHIGAN ECONOMIC DEVELOPERS ASSOC	MEDA MEMBERSHIP DUES-ECON DEV DIRECTOR	162.50
					MEDA MEMBERSHIP DUES-TOWNSHIP MGR	162.50
						<u>325.00</u>
11/19/2024	248	4441	00530	PLEASANT THYME HERB FARM	WTR/WEED FLOWERS,PRUNING & FALL CLEAN-UP	8,428.00
11/19/2024	248	4442	01600	BE GREEN LAWN SERVICES CO INC	WEED & FEED-PICKARD CORRIDOR-SEP	1,746.00
					WEED & FEED-PICKARD CORRIDOR-NOV	1,746.00
						<u>3,492.00</u>
11/19/2024	248	4443	01741	GOENNER LAWNCARE LLC	MOWING ON PICKARD/TREE REMOVAL-SEPT	3,375.00
11/19/2024	248	4444	01278	BERENDS, HENDRICKS, STUIT INSURANCE	PROP & LIABILITY INS 11/1/24-10/31/25	2,845.73

248 TOTALS:

(3 Checks Voided)

Total of 8 Disbursements:

30,602.10
 004

11/13/2024 03:39 PM
User: SHERRIE
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
CHECK DATE FROM 10/16/2024 - 11/19/2024

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 250 WDDA CHECKING						
11/19/2024	250	309	00147	CONSUMERS ENERGY	NEW STREETLIGHT-LINCOLN & BROOMFIELD	100.00
11/19/2024	250	310	01481	MICHIGAN ECONOMIC DEVELOPERS ASSOC	MEDA MEMBERSHIP DUES-ECON DEV DIRECTOR	162.50
					MEDA MEMBERSHIP DUES-TOWNSHIP MGR	162.50
						<u>325.00</u>
250 TOTALS:						
Total of 2 Checks:						425.00
Less 0 Void Checks:						0.00
Total of 2 Disbursements:						<u>425.00</u>

User: SHERRIE

DB: Union

PERIOD ENDING 10/31/2024

GL NUMBER	DESCRIPTION	YTD BALANCE		2024		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2024 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 248 - EAST DDA FUND								
Revenues								
Dept 000 - NONE								
248-000-402.000	CURRENT PROPERTY TAX	516,934.75		557,000.00	561,000.00	561,478.47		100.09
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	3.63		300.00	300.00	7.44		2.48
248-000-414.000	PROPERTY TAX REFUNDS-BOR MTT	0.00		(4,000.00)	(4,000.00)	0.00		0.00
248-000-445.000	INTEREST ON TAXES	0.66		500.00	500.00	0.78		0.16
248-000-573.000	STATE AID REVENUE-LCSA	69,776.09		69,000.00	73,000.00	73,807.79		101.11
248-000-665.000	INTEREST EARNED	51,929.52		80,000.00	80,000.00	74,786.50		93.48
248-000-672.000	OTHER REVENUE	0.00		1,000.00	1,000.00	0.00		0.00
Total Dept 000 - NONE		638,644.65		703,550.00	711,550.00	710,080.98		99.79
TOTAL REVENUES		638,644.65		703,550.00	711,550.00	710,080.98		99.79
Expenditures								
Dept 336 - FIRE DEPARTMENT								
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	79,658.26		81,000.00	81,000.00	85,760.78		105.88
Total Dept 336 - FIRE DEPARTMENT		79,658.26		81,000.00	81,000.00	85,760.78		105.88
Dept 728 - ECONOMIC DEVELOPMENT								
248-728-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	5,556.75		21,300.00	21,300.00	12,365.20		58.05
248-728-801.001	MAINT- BENCHES/TRASH RECEPTACLES	246.00		5,000.00	5,000.00	0.00		0.00
248-728-801.003	SIDEWALK SNOWPLOWING	4,550.00		15,000.00	15,000.00	6,547.21		43.65
248-728-801.004	LAWN CARE	10,631.00		35,000.00	35,000.00	25,569.00		73.05
248-728-801.005	IRRIGATION / LIGHTING REPAIRS	5,789.75		20,000.00	20,000.00	20,815.53		104.08
248-728-801.007	FLOWER/LANDSCAPE MAINTENANCE	6,329.00		47,000.00	47,000.00	32,451.84		69.05
248-728-826.000	LEGAL FEES	0.00		4,000.00	4,000.00	0.00		0.00
248-728-880.000	COMMUNITY PROMOTION	5,500.00		16,500.00	16,500.00	6,500.00		39.39
248-728-883.000	COMMUNITY IMPROVEMENT GRANTS	5,000.00		40,000.00	40,000.00	0.00		0.00
248-728-885.000	STREET LIGHT BANNERS/CHRISTMAS	5,655.00		23,000.00	23,000.00	6,168.39		26.82
248-728-900.000	PRINTING & PUBLISHING	0.00		250.00	250.00	0.00		0.00
248-728-920.000	ELECTRIC/NATURAL GAS	6,239.04		15,000.00	15,000.00	7,673.37		51.16
248-728-920.200	WATER & SEWER CHARGES	4,621.02		18,000.00	18,000.00	4,488.54		24.94
248-728-940.000	LEASE/RENT	715.00		1,200.00	1,200.00	715.00		59.58
248-728-955.000	MISC.	0.00		100.00	100.00	32.00		32.00
248-728-957.300	MEMBERSHIP & DUES	375.00		500.00	500.00	400.00		80.00
248-728-963.000	PROPERTY/LIABILITY INSURANCE	1,706.79		2,200.00	2,200.00	2,583.72		117.44
248-728-967.200	WATER SYSTEM PROJECTS	0.00		100,000.00	0.00	0.00		0.00
248-728-967.300	SEWER SYSTEM PROJECTS	160,000.00		0.00	0.00	0.00		0.00
248-728-967.400	STREET/ROAD PROJECTS	168,571.77		0.00	0.00	0.00		0.00
248-728-967.500	SIDEWALK/PATHWAY PROJECTS	0.00		520,000.00	150,000.00	26,500.00		17.67
248-728-967.600	PARKS PROJECTS	0.00		90,000.00	0.00	0.00		0.00
248-728-971.000	CAPITAL OUTLAY-LAND	0.00		550,000.00	550,000.00	0.00		0.00
248-728-974.000	LAND IMPRVMENTS-GENERAL	50.45		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	0.00	54.74		100.00
248-728-974.201	LAND IMPRVMENTS-5800 PICKARD/ENTERPRIS	50.45		40,000.00	40,000.00	164.22		0.41
248-728-974.202	LAND IMPRVMENTS-2120 YATS DR	12,025.90		210.00	210.00	109.48		52.13
248-728-974.203	LAND IMPRVMENTS-JONATHON LANE	50.45		210.00	210.00	164.22		78.20
Total Dept 728 - ECONOMIC DEVELOPMENT		403,663.37		2,034,470.00	1,024,470.00	153,302.46		14.96

User: SHERRIE

DB: Union

PERIOD ENDING 10/31/2024

GL NUMBER	DESCRIPTION	YTD BALANCE		2024		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2024 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 248 - EAST DDA FUND								
Expenditures								
	TOTAL EXPENDITURES	483,321.63		2,115,470.00	1,105,470.00		239,063.24	21.63
<hr/>								
Fund 248 - EAST DDA FUND:								
	TOTAL REVENUES	638,644.65		703,550.00	711,550.00		710,080.98	99.79
	TOTAL EXPENDITURES	483,321.63		2,115,470.00	1,105,470.00		239,063.24	21.63
	NET OF REVENUES & EXPENDITURES	155,323.02		(1,411,920.00)	(393,920.00)		471,017.74	119.57

User: SHERRIE

PERIOD ENDING 10/31/2024

DB: Union

GL NUMBER	DESCRIPTION	YTD BALANCE		2024		YTD BALANCE		% BGD USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2024 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 250 - WEST DDA FUND								
Revenues								
Dept 000 - NONE								
250-000-402.000	CURRENT PROPERTY TAX	414,115.58		438,600.00	442,000.00		442,342.63	100.08
250-000-412.000	DELQ PERSONAL PROPERTY CAPT	47.46		50.00	50.00		43.14	86.28
250-000-414.000	PROPERTY TAX REFUNDS-BOR MTT	(409.14)		(4,000.00)	(4,000.00)		0.00	0.00
250-000-445.000	INTEREST ON TAXES	106.61		200.00	200.00		3.31	1.66
250-000-573.000	STATE AID REVENUE-LCSA	1,884.84		1,800.00	2,900.00		2,982.27	102.84
250-000-665.000	INTEREST EARNED	29,619.18		50,000.00	50,000.00		48,350.93	96.70
Total Dept 000 - NONE		445,364.53		486,650.00	491,150.00		493,722.28	100.52
TOTAL REVENUES		445,364.53		486,650.00	491,150.00		493,722.28	100.52
Expenditures								
Dept 336 - FIRE DEPARTMENT								
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	65,765.91		66,000.00	69,600.00		69,657.35	100.08
Total Dept 336 - FIRE DEPARTMENT		65,765.91		66,000.00	69,600.00		69,657.35	100.08
Dept 728 - ECONOMIC DEVELOPMENT								
250-728-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	3,370.23		13,300.00	13,300.00		3,292.50	24.76
250-728-801.003	SIDEWALK SNOWPLOWING	3,500.00		8,000.00	8,000.00		4,361.40	54.52
250-728-880.000	COMMUNITY PROMOTION	5,500.00		16,500.00	16,500.00		6,500.00	39.39
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
250-728-957.300	MEMBERSHIP & DUES	375.00		500.00	500.00		400.00	80.00
250-728-967.400	STREET/ROAD PROJECTS	0.00		50,000.00	1,000.00		200.00	20.00
250-728-967.500	SIDEWALK/PATHWAY PROJECTS	0.00		175,000.00	20,000.00		11,125.00	55.63
250-728-974.204	LAND IMPRVMENTS-REMUS RD RIGHT OF WAY	0.00		50,000.00	0.00		0.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		12,745.23		353,800.00	99,800.00		25,878.90	25.93
TOTAL EXPENDITURES		78,511.14		419,800.00	169,400.00		95,536.25	56.40
Fund 250 - WEST DDA FUND:								
TOTAL REVENUES		445,364.53		486,650.00	491,150.00		493,722.28	100.52
TOTAL EXPENDITURES		78,511.14		419,800.00	169,400.00		95,536.25	56.40
NET OF REVENUES & EXPENDITURES		366,853.39		66,850.00	321,750.00		398,186.03	123.76

Fund 248 EAST DDA FUND

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	57,760.07
248-000-002.000	SAVINGS	291,524.89
248-000-003.001	CERTIFICATE OF DEPOSIT	2,156,152.33
248-000-123.000	PREPAID EXPENSES	2,371.44
248-000-128.000	ASSETS HELD FOR SALE	32,557.27
Total Assets		2,540,366.00
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	30,602.10
Total Liabilities		30,602.10
*** Fund Balance ***		
248-000-375.000	RESTRICTED FUND BALANCE	2,038,746.16
Total Fund Balance		2,038,746.16
Beginning Fund Balance		2,038,746.16
Net of Revenues VS Expenditures		471,017.74
Ending Fund Balance		2,509,763.90
Total Liabilities And Fund Balance		2,540,366.00

Fund 250 WEST DDA FUND

GL Number	Description	Balance
*** Assets ***		
250-000-001.000	CASH	5,448.49
250-000-002.000	SAVINGS	468,717.30
250-000-002.001	SHARES	53.70
250-000-003.001	CERTIFICATE OF DEPOSIT	1,131,739.62
Total Assets		1,605,959.11
*** Liabilities ***		
250-000-202.000	ACCOUNTS PAYABLE	425.00
Total Liabilities		425.00
*** Fund Balance ***		
250-000-375.000	RESTRICTED FUND BALANCE	1,207,348.08
Total Fund Balance		1,207,348.08
Beginning Fund Balance		1,207,348.08
Net of Revenues VS Expenditures		398,186.03
Ending Fund Balance		1,605,534.11
Total Liabilities And Fund Balance		1,605,959.11

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	Squatrito	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	2/15/2025
7	Paul	Gross	2/15/2025
8	Nivia	McDonald	2/15/2026
9	Philip	Browne Jr.	2/15/2025
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 -	Eric	Loose	12/31/2024
Alt. #1	David	Coyne	12/31/2024
Alt #2	Brian	Clark	12/31/2026
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Jeanette	Corbin	12/31/2024
2	Sarvjit	Chowdhary	12/31/2024
3	Jacob	Trudell-Lozano	12/31/2024
Alt #1	Vacant		12/31/2024
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	11/20/2024
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		
Cultural and Recreational Commission (1 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1	Vacant		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

To: Economic Development Authority Board	DATE: November 13, 2024
FROM: Rodney C. Nanney, AICP Community and Economic Development Director	DATE FOR CONSIDERATION: 11/19/2024

ACTION REQUESTED: To approve the proposal from Graber & Associates, LLC (Geoff Graber) in the amount of \$17,500.00 for irrigation system design, bid assistance, and construction administration services for reinstallation of the E. Pickard Road (M-20) corridor underground irrigation from west of the US-127 interchange to near Packard Street and to authorize Township Manager Mark Stuhldreher to sign a service agreement for this project.

Current Action X Emergency

Funds Budgeted in 2025: No If Yes X Account: 248-728-974.200

Finance Approval ST

BACKGROUND INFORMATION

For more than 15 years a publicly owned and operated underground irrigation system has been maintained along both sides of the E. Pickard Road (M-20) corridor within the Downtown Development Authority District (EDDA). The original system extended from S. Summerton Road west through the US-127 interchange to the border with the City of Mt. Pleasant just east of Packard Street. The purpose of the system is to provide water to hanging flower baskets hung on streetlights along the Pickard Street (M-20) corridor and wing walls of the US-127 interchange area as well as other planting beds and lawn areas along the E. Pickard Road (M-20) corridor.

In 2023, the portion of the system west of the US-127 interchange was removed as part of the complete reconstruction of this section of M-20 by the Michigan Department of Transportation (MDOT). As part of the reconstruction, MDOT reinstalled PVC conduit in all the reinstalled streetlight foundations and under all driveways to facilitate future reinstallation of this system.

Following a Request for Qualifications (RFQ) process, Graber & Associates, LLC was selected during the June 18, 2024 EDA Board meeting to provide irrigation design advisory services to help identify and prioritize necessary design elements and preferred features and controls for the planned reinstallation of the underground irrigation system in the area impacted by the 2023 road construction. On September 17, 2024, Geoff Graber presented his report and recommendations. Following the presentation and further discussion, the EDA Board then requested a proposal from Graber & Associates, LLC irrigation system design, bid assistance, and construction administration services.

Proposed Scope of Work

Provide professional irrigation system design, bid assistance, and construction administration services for reinstallation of the E. Pickard Road (M-20) corridor underground irrigation from west of the US-127 interchange to near Packard Street. This includes preparing irrigation construction drawings, details, and specifications for both the north and south sides of M-20 within the project

area. The scope also includes construction administration services, site observation during construction, and preparation of as-built drawings and zone delineation plans.

Evaluation

The EDA Board did not pursue a separate request for bids for this proposed scope of work, but this proposal from Graber & Associates, LLC is directly associated with the EDA Board’s earlier Request for Qualifications selection process. The Graber & Associates, LLC bid is complete and consistent with the EDA Board’s request. There are sufficient funds allocated in the East DDA District Fund budget for this project.

JUSTIFICATION

The EDA Board oversees the Township’s East Downtown Development Authority District and has invested substantial resources in the establishment and maintenance of public infrastructure in the East DDA District. The proposed irrigation reinstallation project along the E. Pickard Road (M-20) corridor would be a valuable investment in the East DDA District for the following reasons:

- (1) The visual impact of healthy and vibrant landscape plantings, flowers, and groundcover along M-20 helps create a positive first impression for visitors and can enhance the overall perception of the corridor businesses and the community for visitors, customers, and potential investors.
- (2) The beautification of the M-20 corridor has been an essential part of the EDA Board’s economic development efforts and fully aligns with the East DDA District Development Plan’s focus on fostering economic growth.
- (3) A professionally designed irrigation system ensures that water usage is optimized. By implementing modern, efficient irrigation techniques, the EDA Board will help conserve water resources while maintaining the quality of landscaping. Reinstallation of underground irrigation along the portion of M-20 impacted by the 2023 road construction will also reduce the need for manual watering of flower baskets and other plantings. This aligns with the Board of Trustees’ Global Ends related to sustainability and efficient use of Township resources.

This project is consistent with the East DDA District Development Plan and the EDA Board’s approved implementation strategies for East DDA District projects.

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**
- 5. Commerce**

Implementation of water-efficient irrigation technology would help to support a sustainable community through the most effective use of resources (1.0), and would contribute to a welcoming and attractive environment for residents and visitors (1.2). Healthy and vibrant flowers and other

plantings and groundcover along the M-20 corridor help attract and support a diverse range of businesses, enhancing the economic vitality of the community. Attractive, well-maintained public areas are more likely to attract and retain customers, investors, and businesses (1.5).

COST

\$17,500.00

PROJECT TIMETABLE

If approved by the EDA Board, the Community and Economic Development Director will work with Graber & Associates, LLC to prepare and execute a signed service agreement and to prepare an agreed-upon timeline for the project. It is anticipated that plan approval, bidding, and review of contractor bids by the EDA Board would all take place in 2025. Depending on the timing of contractor approval and associated MDOT permit approvals for work in the road right-of-way, there is potential for construction to be initiated in 2025.

RESOLUTION

To approve the proposal from Graber & Associates, LLC (Geoff Graber) in the amount of \$17,500.00 for irrigation system design, bid assistance, and construction administration services for reinstallation of the E. Pickard Road (M-20) corridor underground irrigation from west of the US-127 interchange to near Packard Street and to authorize Township Manager Mark Stuhldreher to sign a service agreement for this project.

Resolved by _____ Seconded by _____

Yes:

No:

Absent:

Thomas Kequom, EDA Board Chair



October 9, 2024

Rodney C. Nanney, AICP
Community and Economic Development Director
Union Township, Michigan

Re: Proposal for Irrigation Design Services

Project: M-20 – US-127 interchange to Packard Road

Rodney:

Graber & Associates, LLC is pleased to have the opportunity to provide professional irrigation design services to you for the M-20 – US-127 interchange to Packard Road project. Based on the information you provided to us and the information gathered at our meeting on September 17, 2024, our understanding of the project description and scope of services follows.

Project Description

Irrigation is required for lawn within Right-of-Way areas on the north and south sides of M-20 from west of the US-127 interchange to Packard Road. US-127 interchange is not included in this scope of work.

Scope of Services

After conducting a walking review of the areas, using the information gathered at our meeting with Theilen Turf on August 13, 2024, and feedback from the EDA meeting on September 17, 2024, we understand the scope of work for the above to be as follows:

Provide irrigation construction document drawings including details and specifications for the landscape improvements on the north and south sides of M-20 from west of the US-127 interchange to Packard Road.

- US-127 interchange is not included in this scope of work.
- No irrigation will be designed for any of the outside of the ROW area.
- Irrigation shall be installed per Union Township requirements.
- The existing two taps are to be reused.

Areas receiving irrigation include:

- Lawn areas, lightpole hanging baskets, and planting areas at the pedestrian bench locations.

Additional Services

Construction Administration Services

- Review of irrigation bids.
- Equipment cut sheet review.

Site Observation during construction

- Provide up to six (6) site observation visits during construction, including punchlist, at the conclusion of the installation.

As-built and zone delineation drawings

- Use irrigation contractor as-built drawing notes to create a formal irrigation as-built and zone delineation drawing.

Fees

Irrigation system design, details, specifications:	\$ 7,500.00
Review of bids:	\$ 500.00
Equipment Submittal review:	\$ 500.00
Six (6) site observation visits:	\$ 6,000.00
<u>As-built and zone delineation drawings</u>	<u>\$ 3,000.00</u>
Total fee	\$17,500.00

Project Assumptions/understandings

In preparing this proposal, we have assumed the following:

- Union township will provide a set of as built drawings of the road reconstruction project area in PDF format. Drawings include the locations and intended depths of the PVC irrigation conduit installed under driveways. Locations of water service lines are available in a GIS-based data layer. Graber & Associates, LLC may rely on the accuracy and completeness of these items.
- Should the project be delayed more than 180 calendar days beyond the mutually agreed-upon project schedule, or abandoned in whole or part, Graber & Associates, LLC shall be paid their compensation for services performed prior to written notice from Union Township of such suspension or abandonment.

Work Excluded from Irrigation Scope of Services

- Electrical design associated with obtaining power for irrigation controllers.
- Water service upstream of water meter(s).
- Structures other than control timer enclosures.
- Identification and/or plans and specifications needed to repair any existing irrigation systems adjacent to the project area that are damaged by this project.
- All printing and packaging of drawings and specifications other than those printed by and for Graber & Associates, LLC for in-house “check set” purposes.

The listing of the exclusions above shall not be construed to be inclusive and other work not included in the Scope of Services is also to be considered excluded.

Thank you again for this opportunity, and please feel free to call if you have questions. We look forward to working with you on this project.

Sincerely,

Graber & Associates, LLC
29218 Cotton Road
Chesterfield, Michigan 48047

Geoff Graber
Owner

To: Economic Development Authority Board **DATE:** November 5, 2024
FROM: Rodney C. Nanney, AICP, Community and Economic Development Director **DATE FOR CONSIDERATION:** 11/19/2024
ACTIONS REQUESTED: To approve the East DDA District’s participation in the 2025 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**
- 5. Commerce**

Our annual contribution to the Festival of Banners helps to support commerce in the DDA Districts (1.5), 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 2025

RESOLUTION

To approve the East DDA District’s participation in the 2025 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 11, 2024

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

Event Date: Hang banners: Between May 19-June 1
Remove banners: November 2025

Event Location: Mt. Pleasant Area - on 118 light poles
Union Township – on 82 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 seventeenth 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 2025. 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

2025 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 216+ 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 2025 is "Pop Art"**.

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 \$35 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 19 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 \$35 entrance fee. In addition, banners that did not require an entrance fee may be purchased for \$35. Income from the sale of banners will be used as seed money for the 2026 banner event.

The event will encompass the following committee responsibilities:

Banner Committee:

1. Purchase 216+ 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 2026.

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 2024
Solicit corporate sponsors/donors	December 2024
Solicit advertisers	December 2024
Prepare publicity materials	December 2024
Artists prepare submissions	Late December-February 14, 2025
Purchase banners & paints	January 31, 2025
Concept submissions due to Art Reach	February 14, 2025
Trace banner submissions	Late February- March 7, 2025
Banners available to artists	March 10, 2025
Banners completed by artists	April 11, 2025
Photograph art work	April 11 – April 20, 2025
Edit & print booklets	Late May
Distribute booklets	June 6, 2025
Hang banners	May 19– June 1, 2025
Take down banners	November 2025
Painters pick up banners	December 2025
Meet to evaluate program	December 2025

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 \$300 if the banner is designed and painted by Art Reach, but discounted to \$250 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.

