



**Economic Development Authority Board (EDA)**

**Regular Meeting – Township Hall**

**Tuesday, December 20, 2016**

**5:15 p.m.**

**AGENDA**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF SPECIAL MEETING MINUTES NOVEMBER 9, 2016
5. PUBLIC COMMENT
6. REPORTS
  - A. ACCOUNTS PAYABLE APPROVAL  
EAST D.D.A. DISTRICT #248 - **CHECK REGISTER**  
WEST D.D.A. DISTRICT #250 - **NONE**  
WEST D.D.A. GO DEBT SERVICE #396 - **NONE**
  - B. NOVEMBER FINANCIAL REPORTS: INCOME/EXPENSE STATEMENT; BALANCE SHEET  
EAST D.D.A. DISTRICT #248  
WEST D.D.A. DISTRICT #250  
WEST DDA: GO DEBT SERVICE #396
7. NEW BUSINESS
  1. 2017 FESTIVAL OF BANNERS – APPROVAL TO PARTICIPATE
  2. APPROVAL - 2017 EDA MEETING SCHEDULE
8. PENDING BUSINESS
  1. BOARD APPOINTMENTS/TERMS
  2. PROJECT LIST REVIEW: EAST AND WEST DDA
9. ADJOURNMENT UNTIL NEXT REGULAR EDA MEETING: TBD

**Charter Township of Union  
Economic Development Authority Board (EDA)  
Regular Board Meeting  
Wednesday, November 09, 2016**

**MINUTES**

**CALL TO ORDER**

Chairman Kequom called to order the EDA Board Meeting at 12:04 pm.

**ROLL CALL**

Present: Kequom, Perry, Alwood, Elmore, Chowdhary, Johnson, Smith, Zalud

Absent: Figg, Hunter, Bacon

Others Present: Mark Stuhldreher, Township Manager; Angela Schofield, Building Dept. Clerk

**APPROVAL OF AGENDA**

MOTION by **Johnson** SUPPORTED by **Alwood** to approve the agenda as presented. MOTION CARRIED 8-0.

**APPROVAL OF MINUTES**

MOTION by **Johnson** SUPPORTED by **Perry** to approve minutes from the October 18, 2016 meeting as presented.

MOTION CARRIED 8-0.

**PUBLIC COMMENT** – None

**ACCOUNTS PAYABLE/ FINANCIAL STATEMENTS**

Discussion was held on the accounts payable, vendors and the need for formal service agreements. Manager Stuhldreher stated he was looking to get formal agreements in place for 2017. The following EDA vendors were identified: Doug's Small Engine, Pleasant Thyme, Wilson Lawn Care and Central Michigan Irrigation.

**ACTION ITEM:** The Board requested administration bid out all 2017 contracts.

MOTION by **Zalud** SUPPORTED by **Chowdhary** to approve the East EDA payables in the amount of \$19,123.65 as presented.

MOTION CARRIED 8-0.

The Board reviewed the financial statements, as well as the report format. Manager Stuhldreher recommended implementing revisions to the balance sheet and income statement report format.

The Financials were RECEIVED AND FILED by Chairman Kequom.

**NEW BUSINESS**

**1. 2017 EDA BUDGET APPROVAL/RECOMMENDATION TO BOARD OF TRUSTEES**

The 2017 recommended budget was reviewed including discussion of the EDA project list for both the East and West EDA. There were no capital projects budgeted in the East EDA for 2017, as they have not yet been identified. A budget amendment will be made when projects are identified. Mr. Zalud suggested looking at leveraging, seeking available grants for the Lincoln Road project budgeted for the West EDA. Manager Stuhldreher informed the Board that only one contract for the Lincoln Road project has been executed with the County in the amount of \$172,000, \$300,000 has been allocated for the project and additional contracts will be needed.

MOTION by **Alwood** SUPPORTED by **Perry** for approval and adoption of the FY 2017 Budget for the East DDA Fund, West DDA Fund, and the West DDA G/O Debt Fund with recommendation of adoption to the Township Board of Trustees. MOTION CARRIED 8-0.

**2. APPROVAL OF FY 2016 BUDGET AMENDMENT**

Manager Stuhldreher outline the proposed 2016 budget amendment, discussion was held on the evolution of the existing project list, and future projects.

MOTION by **Zalud** SUPPORTED by **Elmore** to approve the FY 2016 Budget Amendment for the East DDA Fund, West DDA Fund, and the West DDA G/O Debt Fund and to further recommend approval to the Township Board of Trustees. MOTION CARRIED 8-0.

**PENDING BUSINESS**

- 1. BOARD APPOINTMENTS/TERMS – IN PROCESS, NO UPDATES**
- 3. PROJECT LIST REVIEW: EAST AND WEST EDA – IN PROCESS, NO UPDATES**

Meeting was adjourned by Chairman Kequom at 1:10.

**APPROVED BY**

\_\_\_\_\_  
**Secretary Chowdhary**

(Recorded by Angela Schofield)

12/14/2016 11:09 AM  
User: SHERRIE  
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
CHECK DATE FROM 11/10/2016 - 12/20/2016

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 248 EDDA CHECKING					
12/02/2016	248	18 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	780.85
12/20/2016	248	3939	00072	BLOCK ELECTRIC	750.00
12/20/2016	248	3940	01522	CULY CONTRACTING, INC	71,261.40
12/20/2016	248	3941	01343	HOMETOWN DECORATIONS & DISPLAY	5,520.00
12/20/2016	248	3942	00450	M M I	722.48
12/20/2016	248	3943	00530	PLEASANT THYME HERB FARM	1,102.50
12/20/2016	248	3944	00649	THIELEN TURF IRRIGATION, INC.	70.00
12/20/2016	248	3945	00640	WILSON LAWN CARE, INC	2,520.00

248 TOTALS:

Total of 8 Checks:	82,727.23
Less 0 Void Checks:	0.00
Total of 8 Disbursements:	82,727.23

## PERIOD ENDING 11/30/2016

GL NUMBER	DESCRIPTION	YTD BALANCE	2016		YTD BALANCE	% BDGT USED
		11/30/2015	ORIGINAL	2016	11/30/2016	
		NORMAL (ABNORMAL)	BUDGET	AMENDED BUDGET	NORMAL (ABNORMAL)	
Fund 248 - EDDA OPERATING						
Revenues						
Dept 000-NONE						
248-000-402.000	CURRENT PROPERTY TAX	414,444.36	426,099.00	426,099.00	426,383.74	100.07
248-000-402.001	PROPERTY TAX REFUNDS-MTT	0.00	(5,000.00)	(5,000.00)	0.00	0.00
248-000-402.100	PRIOR YEARS PROPERTY TAXES	0.00	250.00	250.00	0.00	0.00
248-000-420.000	DELQ PERSONAL PROPERTY CAPT	0.00	0.00	2,500.00	2,143.16	85.73
248-000-573.000	STATE AID REVENUE	0.00	0.00	0.00	70,565.75	100.00
248-000-665.000	INTEREST EARNED	3,368.05	1,000.00	1,800.00	1,744.33	96.91
248-000-671.000	OTHER REVENUE	263.50	500.00	500.00	101.09	20.22
Total Dept 000-NONE		418,075.91	422,849.00	426,149.00	500,938.07	117.55
TOTAL REVENUES		418,075.91	422,849.00	426,149.00	500,938.07	117.55
Expenditures						
Dept 000-NONE						
248-000-702.000	SALARY	0.00	4,556.00	0.00	0.00	0.00
248-000-714.000	EMPLR FICA CONTR	0.00	282.00	0.00	0.00	0.00
248-000-715.000	EMPLR MEDICARE CONTR	0.00	66.00	0.00	0.00	0.00
248-000-716.000	UNEMPLOYMENT	0.00	228.00	0.00	0.00	0.00
248-000-717.000	EMPLR RETIREMENT CONTR	0.00	342.00	0.00	0.00	0.00
248-000-718.000	WORKER'S COMP	0.00	46.00	0.00	0.00	0.00
248-000-728.000	OFFICE SUPPLIES	54.91	75.00	0.00	0.00	0.00
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	56,528.49	13,500.00	13,500.00	9,064.15	67.14
248-000-801.003	SIDEWALK SNOWPLOWING	0.00	5,000.00	6,000.00	5,175.00	86.25
248-000-801.004	EDDA RIGHT OF WAY LAWN MOWING	0.00	5,000.00	16,000.00	18,480.00	115.50
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	0.00	2,500.00	6,200.00	6,259.56	100.96
248-000-801.006	TWP STAFF PROJECT HOURS	0.00	12,000.00	0.00	0.00	0.00
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	25.00	17,000.00	17,000.00	16,880.00	99.29
248-000-801.008	PURE MICHIGAN ADVERTISING	0.00	5,000.00	5,000.00	5,000.00	100.00
248-000-826.000	LEGAL FEES	330.00	1,000.00	1,000.00	465.00	46.50
248-000-900.000	PUBLISHING & PUBLICATIONS	0.00	250.00	250.00	193.00	77.20
248-000-914.000	LIABILITY	1,350.00	1,400.00	1,400.00	1,357.58	96.97
248-000-920.000	UTILITIES	6,887.42	15,000.00	10,000.00	8,448.17	84.48
248-000-920.100	WATER & SEWER QTR. BILLING	10,184.92	12,500.00	12,500.00	10,460.81	83.69
248-000-940.000	LEASE/RENT	595.83	600.00	600.00	687.50	114.58
248-000-955.000	MISC.	516.22	500.00	500.00	0.00	0.00
248-000-976.200	DISTRICT PROJECTS	0.00	150,228.00	150,228.00	0.00	0.00
248-000-976.204	ENTERPRISE PARK SEWER RELINING	17,560.80	100,000.00	0.00	0.00	0.00
248-000-976.207	STREET LIGHT BANNERS	11,620.00	15,000.00	15,000.00	13,516.16	90.11
248-000-976.211	ENTERPRISE PARK DRAINAGE	137,582.00	0.00	0.00	0.00	0.00
248-000-976.213	ENTERPRISE PARK STREET RESURFACE	986,560.78	0.00	384,500.00	384,405.04	99.98
Total Dept 000-NONE		1,229,796.37	362,073.00	639,678.00	480,391.97	75.10
Dept 336-FIRE DEPARTMENT						
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	61,917.40	60,776.00	60,776.00	60,775.00	100.00
Total Dept 336-FIRE DEPARTMENT		61,917.40	60,776.00	60,776.00	60,775.00	100.00
TOTAL EXPENDITURES		1,291,713.77	422,849.00	700,454.00	541,166.97	77.26

## PERIOD ENDING 11/30/2016

GL NUMBER	DESCRIPTION	YTD BALANCE	2016		YTD BALANCE	% BDGT USED
		11/30/2015	ORIGINAL	2016	11/30/2016	
		NORMAL (ABNORMAL)	BUDGET	AMENDED BUDGET	NORMAL (ABNORMAL)	
Fund 248 - EDDA OPERATING						
Fund 248 - EDDA OPERATING:						
TOTAL REVENUES		418,075.91	422,849.00	426,149.00	500,938.07	117.55
TOTAL EXPENDITURES		1,291,713.77	422,849.00	700,454.00	541,166.97	77.26
NET OF REVENUES & EXPENDITURES		(873,637.86)	0.00	(274,305.00)	(40,228.90)	14.67

## PERIOD ENDING 11/30/2016

GL NUMBER	DESCRIPTION	YTD BALANCE	2016		YTD BALANCE	% BDGT USED
		11/30/2015	ORIGINAL	2016	11/30/2016	
		NORMAL (ABNORMAL)	BUDGET	AMENDED BUDGET	NORMAL (ABNORMAL)	
Fund 250 - WDDA OPERATING						
Revenues						
Dept 000-NONE						
250-000-402.000	CURRENT PROPERTY TAX	499,594.05	503,698.00	457,663.00	457,662.49	100.00
250-000-402.001	PROPERTY TAX REFUNDS-MTT	(1,038.41)	(4,000.00)	(8,500.00)	(8,337.74)	98.09
250-000-402.100	PRIOR YEARS PROPERTY TAXES	0.00	250.00	250.00	0.00	0.00
250-000-420.000	DELQ PERSONAL PROPERTY CAPT	0.00	0.00	400.00	333.99	83.50
250-000-573.000	STATE AID REVENUE	0.00	0.00	0.00	6,837.57	100.00
250-000-665.000	INTEREST EARNED	1,169.79	750.00	1,800.00	1,592.41	88.47
250-000-699.100	FUND BALANCE / CARRY OVER	0.00	94,900.00	0.00	0.00	0.00
Total Dept 000-NONE		499,725.43	595,598.00	451,613.00	458,088.72	101.43
TOTAL REVENUES		499,725.43	595,598.00	451,613.00	458,088.72	101.43
Expenditures						
Dept 000-NONE						
250-000-702.000	SALARY	0.00	4,556.00	0.00	0.00	0.00
250-000-714.000	EMPLR FICA CONTR	0.00	282.00	0.00	0.00	0.00
250-000-715.000	EMPLR MEDICARE CONTR	0.00	66.00	0.00	0.00	0.00
250-000-716.000	UNEMPLOYMENT	0.00	228.00	0.00	0.00	0.00
250-000-717.000	EMPLR RETIREMENT CONTR	0.00	342.00	0.00	0.00	0.00
250-000-718.000	WORKER'S COMP	0.00	46.00	0.00	0.00	0.00
250-000-728.000	OFFICE SUPPLIES	0.00	125.00	125.00	0.00	0.00
250-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	0.00	500.00	500.00	0.00	0.00
250-000-826.000	LEGAL FEES	0.00	500.00	500.00	0.00	0.00
250-000-955.000	MISC.	0.00	250.00	250.00	0.00	0.00
250-000-976.214	LINCOLN ROAD AND BRIDGE	0.00	300,000.00	0.00	0.00	0.00
Total Dept 000-NONE		0.00	306,895.00	1,375.00	0.00	0.00
Dept 336-FIRE DEPARTMENT						
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	39,022.56	37,953.00	37,317.00	37,316.28	100.00
Total Dept 336-FIRE DEPARTMENT		39,022.56	37,953.00	37,317.00	37,316.28	100.00
Dept 996-TRANSFER OUT						
250-996-999.396	TRANSFER OUT TO WDDA G/O DEBT SERVICE	220,000.00	250,750.00	220,000.00	220,000.00	100.00
Total Dept 996-TRANSFER OUT		220,000.00	250,750.00	220,000.00	220,000.00	100.00
TOTAL EXPENDITURES		259,022.56	595,598.00	258,692.00	257,316.28	99.47
Fund 250 - WDDA OPERATING:						
TOTAL REVENUES		499,725.43	595,598.00	451,613.00	458,088.72	101.43
TOTAL EXPENDITURES		259,022.56	595,598.00	258,692.00	257,316.28	99.47
NET OF REVENUES & EXPENDITURES		240,702.87	0.00	192,921.00	200,772.44	104.07

## PERIOD ENDING 11/30/2016

GL NUMBER	DESCRIPTION	YTD BALANCE		2016		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2016 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 396 - WDDA G/O DEBT SERVICE FUND								
Revenues								
Dept 000-NONE								
396-000-665.000	INTEREST EARNED	53.22	0.00	49.00	48.01	97.98		
Total Dept 000-NONE		53.22	0.00	49.00	48.01	97.98		
Dept 961-TRANSFER IN								
396-961-699.250	TRANSFER IN FROM WDDA	220,000.00	250,750.00	220,000.00	220,000.00	100.00		
396-961-699.398	TRANSFER IN FROM WDDA SPEC ASSESS DEBT	0.00	0.00	9,926.00	9,925.75	100.00		
Total Dept 961-TRANSFER IN		220,000.00	250,750.00	229,926.00	229,925.75	100.00		
TOTAL REVENUES		220,053.22	250,750.00	229,975.00	229,973.76	100.00		
Expenditures								
Dept 906-DEBT SERVICE								
396-906-991.000	BOND - PRINCIPAL	35,028.00	33,268.00	33,268.00	33,268.00	100.00		
396-906-996.000	BOND - INTEREST	204,972.00	216,732.00	216,732.00	216,732.00	100.00		
396-906-996.001	BOND - PAYING AGENT FEES	800.00	750.00	800.00	800.00	100.00		
Total Dept 906-DEBT SERVICE		240,800.00	250,750.00	250,800.00	250,800.00	100.00		
TOTAL EXPENDITURES		240,800.00	250,750.00	250,800.00	250,800.00	100.00		
Fund 396 - WDDA G/O DEBT SERVICE FUND:								
TOTAL REVENUES		220,053.22	250,750.00	229,975.00	229,973.76	100.00		
TOTAL EXPENDITURES		240,800.00	250,750.00	250,800.00	250,800.00	100.00		
NET OF REVENUES & EXPENDITURES		(20,746.78)	0.00	(20,825.00)	(20,826.24)	100.01		
TOTAL REVENUES - ALL FUNDS		1,137,854.56	1,269,197.00	1,107,737.00	1,189,000.55	107.34		
TOTAL EXPENDITURES - ALL FUNDS		1,791,536.33	1,269,197.00	1,209,946.00	1,049,283.25	86.72		
NET OF REVENUES & EXPENDITURES		(653,681.77)	0.00	(102,209.00)	139,717.30	136.70		



12/14/2016

BALANCE SHEET FOR CHARTER TOWNSHIP OF UNION  
Period Ending 11/30/2016

GL Number	Description	Balance
Fund 248 - EDDA OPERATING		
*** Assets ***		
248-000-001.000	CASH	1,069.19
248-000-002.000	SAVINGS	851,748.82
248-000-123.000	PREPAID EXPENSES	1,162.85
	Total Assets	853,980.86
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	11,465.83
	Total Liabilities	11,465.83
*** Fund Balance ***		
248-000-370.379	RESTRICTED FUND BALANCE	882,743.93
	Total Fund Balance	882,743.93
	Beginning Fund Balance	882,743.93
	Net of Revenues VS Expenditures	(40,228.90)
	Ending Fund Balance	842,515.03
	Total Liabilities And Fund Balance	853,980.86

12/14/2016

BALANCE SHEET FOR CHARTER TOWNSHIP OF UNION  
Period Ending 11/30/2016

GL Number	Description	Balance
Fund 250 - WDDA OPERATING		
*** Assets ***		
250-000-001.000	CASH	5,184.37
250-000-002.000	SAVINGS	841,907.83
250-000-002.001	SHARES	53.70
	Total Assets	847,145.90
*** Liabilities ***		
	Total Liabilities	0.00
*** Fund Balance ***		
250-000-370.379	RESTRICTED FUND BALANCE	646,373.46
	Total Fund Balance	646,373.46
	Beginning Fund Balance	646,373.46
	Net of Revenues VS Expenditures	200,772.44
	Ending Fund Balance	847,145.90
	Total Liabilities And Fund Balance	847,145.90

12/14/2016

BALANCE SHEET FOR CHARTER TOWNSHIP OF UNION  
Period Ending 11/30/2016

GL Number	Description	Balance
Fund 396 - WDDA G/O DEBT SERVICE FUND		
*** Assets ***		
396-000-001.000	CASH	8,897.58
	Total Assets	8,897.58
*** Liabilities ***		
	Total Liabilities	0.00
*** Fund Balance ***		
396-000-370.379	RESTRICTED FUND BALANCE	29,723.82
	Total Fund Balance	29,723.82
	Beginning Fund Balance	29,723.82
	Net of Revenues VS Expenditures	(20,826.24)
	Ending Fund Balance	8,897.58
	Total Liabilities And Fund Balance	8,897.58

## REQUEST FOR EDA BOARD ACTION

**To:** EDA Board

**DATE:** December 14, 2016

**FROM:** Mark Stuhldreher, Township Manager

**DATE FOR BOARD CONSIDERATION:** 12/20/16

**ACTION REQUESTED:** Board approval to participate in the 2017 Festival of Banners event

Current Action   X        Emergency           

Funds Budgeted: If Yes   X   Account #   248-000-976.207   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. Major event participants include: Art Reach of Mid-Michigan, City of Mt. Pleasant, Union Township and the Village of Shepherd, with event locations in downtown Mt. Pleasant, CMU campus, Union Township and Shepherd. In recognition, names of event participants will be placed on the back of banners; per previous EDA Board request Union Township will not be displayed.

## SCOPE OF SERVICES

Art Reach of Mid-Michigan will coordinate the effort to purchase and create (78) banners to be placed on Pickard Street within the East Downtown Development District.

### JUSTIFICATION

To encourage economic growth within the district by creating an attractive streetscape which in turn will increase tourism and economic activity as called for in the Development Plan.

## PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed with the adoption of these budgets (From Policy 1.0: Global End)

- Community well-being and common good
- Prosperity through economic diversity, cultural diversity , and social diversity
- Commerce

## COSTS

\$4,500

## PROJECT TIME TABLE

May 2017 - November 2017

### RESOLUTION

Authorization is hereby given to participate in the 2017 Festival of Banners event via the purchase, creation, installation and removal of 78 banners along Pickard Street at a cost of \$4,500

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

Yes:

No:

Absent:

