

**Charter Township of Union  
Economic Development Authority Board (EDA)  
Regular Board Meeting  
Tuesday, February 21, 2017**

**MINUTES**

**CALL TO ORDER**

Chairman Kequom called to order the EDA Board Meeting at 5:15 pm.

**ROLL CALL**

Present: Kequom, Perry, Johnson, Bacon, Hunter, Elmore, Figg, Gunning  
Excused: Chowdhary, Zalud  
Absent: Smith

Others Present: Mark Stuhldreher, Township Manager; Kim Smith, Public Works Coordinator; Angela Schofield, Building Dept. Clerk

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

MOTION by Johnson SUPPORTED by Perry to approve minutes from the December 20, 2016 regular meeting as presented. MOTION CARRIED 8-0.

**PUBLIC COMMENT** – None

**REPORTS**

**ACCOUNTS PAYABLE/ FINANCIAL STATEMENTS**

Discussion was held on accounts payable from December and January.

MOTION by Elmore SUPPORTED by Figg to approve the December East payables in the amount of \$4,921.08 as presented. MOTION CARRIED 8-0.

MOTION by Johnson SUPPORTED by Perry to approve the January East payables in the amount of \$12,372.86 as presented. MOTION CARRIED 8-0.

**ACTION ITEM:** Manager Stuhldreher to send email outlining details of check #3953: transfer from East to West DDA in the amount of \$307.13.

The Board reviewed the financial statements. Manager Stuhldreher outlined the annual audit process which has begun, announced that the auditors would present their findings to the EDA Board upon completion.

The January Financial Reports were RECEIVED AND FILED by Chairman Kequom.

**MANHOLE PROJECT UPDATE**

Ms. Smith, Public Works Coordinator updated the Board on the project completion: Rehabilitation of (16) manholes at a cost of \$75,012.00 performed by Cully Contracting. Punch list was completed in January, full unconditional waiver was received and final payment released. Ms. Smith stated they were happy with the Contractor performance, and thanked the EDA Board for their continued support of Township utility projects.

**BOARD APPOINTMENTS/TERM UPDATE**

Manager Stuhldreher described the reconciliation process involved in updating the roster, announced the expiration of (3) members in February, and stated they would continue to serve until the Board of Trustees make appointments. Further discussion was held on the nominating process, board member requirements/eligibility and staggered terms.

**NEW BUSINESS**

- 1. SERVICE CONTRACT: PLEASANT THYME – DDA BEAUTIFICATION**

Discussion was held on the proposed service contract, and scope of work for an approximate cost (labor – variable) of \$18,000. The Board asked to clarify language regarding liability, and be provided a Certificate of Insurance, with the EDA Board named as Additional Insured. Manager Stuhldreher agreed to include standard liability language in all future contracts.

**ACTION ITEM:** Provide Certificate of Insurance to the EDA Board.

Further discussion was held on the East and West DDA boundaries under the oversight of the EDA Board, TIF capture and proper expense allocation.

**ACTION ITEM:** Provide EDA Board with a map outlining the (2) DDA boundaries.

**MOTION** by Hunter **SUPPORTED** by Figg to approve the service agreement with David Breedlove d/b/a Pleasant Thyme Herb Farm to provide flowering arrangements, garden maintenance to the EDA for 2017, to include standardized insurance language agreed upon by the Township and Contractor. **MOTION CARRIED 8-0.**

## **2. APPROVAL OF RESPONSE LETTER: STONERIDGE SUBDIVISION REQUEST FOR EDA SUPPORT**

Discussion was held on the request, project was determined to be located outside the boundaries of the EDA, therefore not eligible for EDA support.

**MOTION** by Elmore **SUPPORTED** by Perry to approve the letter of denial be sent to the Stoneridge Subdivision Association. **MOTION CARRIED 8-0.**

## **3. RECOMMEND APPROVAL MACTV AGREEMENT**

Manager Stuhldreher reviewed the proposed contract, and scope of work to be provided for an annual cost of \$735.00, to be split equally between the East and West EDA. The Board recommended implementing standard insurance/liability language.

**MOTION** by Gunning **SUPPORTED** by Elmore to approve the service agreement between Charter Township of Union Economic Development Authority and the Mid-Michigan Area Consortium for the recording of monthly and special EDA business meetings, to include standardized insurance language agreed upon by the Township and Contractor. **MOTION CARRIED 8-0.**

Manager Stuhldreher also reminded the Board of the upcoming Joint Meeting with the Planning Commission to discuss the Master Plan and Future Land Use Map updates.

## **PENDING BUSINESS**

### **1. PROJECT LIST REVIEW: EAST AND WEST EDA – IN PROCESS, NO UPDATES**

#### **DISCUSSION**

Discussion was held on Lincoln Road and Isabella Road projects, the possibility of future collaboration between the Township, EDA and Road Commission.

Meeting adjourned by Chairman Kequom at 6:14

**APPROVED BY**

  
Secretary Chowdhary

(Recorded by Angela Schofield)