



Economic Development Authority Board (EDA)

Regular Meeting – Township Hall

Tuesday, March 21, 2017

5:15 p.m.

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF REGULAR MEETING MINUTES FEBRUARY 21, 2017
5. PUBLIC COMMENT
6. REPORTS
 - A. ACCOUNTS PAYABLE APPROVAL - FEBRUARY
EAST D.D.A. DISTRICT #248 - **CHECK REGISTER**
WEST D.D.A. DISTRICT #250 – **IF ANY**
WEST D.D.A. GO DEBT SERVICE #396 – **IF ANY**
 - B. FEBRUARY 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
 - C. BOARD APPOINTMENTS/TERM UPDATE: RECEIVE AND FILE
7. NEW BUSINESS
 - A. LINCOLN ROAD BRIDGE PARTICIPATION CONTRACT
8. PENDING BUSINESS
 - A. PROJECT LIST REVIEW: EAST AND WEST DDA: NO UPDATE
9. ADJOURNMENT UNTIL NEXT REGULAR EDA MEETING: APRIL 18, 2017

**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)

03/15/2017 05:10 PM
User: SHERRIE
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
CHECK DATE FROM 02/22/2017 - 03/21/2017

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 248 EDDA CHECKING					
03/03/2017	248	21 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	790.14
03/21/2017	248	3959	00450	M M I	202.13
248 TOTALS:					
Total of 2 Checks:					992.27
Less 0 Void Checks:					0.00
Total of 2 Disbursements:					992.27

03/15/2017 05:13 PM
User: SHERRIE
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
CHECK DATE FROM 02/22/2017 - 03/21/2017

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 248 EDDA CHECKING						
03/03/2017	248	21 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	1940 S ISABELLA RD 2027 FLORENCE ST 4923 E PICKARD ST 4675 E PICKARD ST 4592 E PICKARD ST #B 4592 E PICKARD ST #A 5771 E PICKARD RD #B 5771 E PICKARD RD #A 5770 E PICKARD ST #B 5770 E PICKARD ST #A 5325 E PICKARD ST 2029 2ND ST 5157 E PICKARD ST #B 5157 E PICKARD #A 4900 E PICKARD ST	55.25 41.38 49.75 40.04 23.27 43.99 23.42 61.18 23.27 66.50 118.53 104.27 22.71 68.08 48.50
						<u>790.14</u>
03/21/2017	248	3959	00450	M M I	PARK BENCH GROUND MAINT - FEB	<u><u>202.13</u></u>
248 TOTALS:						
Total of 2 Checks:						992.27
Less 0 Void Checks:						0.00
Total of 2 Disbursements:						<u>992.27</u>

PERIOD ENDING 02/28/2017

GL NUMBER	DESCRIPTION	YTD BALANCE		2017		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2017 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 248 - EDDA OPERATING								
Revenues								
Dept 000-NONE								
248-000-402.000	CURRENT PROPERTY TAX	0.00		430,000.00	430,000.00		0.00	0.00
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		2,000.00	2,000.00		0.00	0.00
248-000-665.000	INTEREST EARNED	304.38		1,000.00	1,000.00		245.14	24.51
248-000-671.000	OTHER REVENUE	0.00		200.00	200.00		0.00	0.00
Total Dept 000-NONE		304.38		428,450.00	428,450.00		245.14	0.06
TOTAL REVENUES		304.38		428,450.00	428,450.00		245.14	0.06
Expenditures								
Dept 000-NONE								
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	532.63		3,500.00	3,500.00		202.13	5.78
248-000-801.003	SIDEWALK SNOWPLOWING	2,625.00		5,500.00	5,500.00		375.00	6.82
248-000-801.004	EDDA RIGHT OF WAY LAWN MOWING	0.00		5,000.00	5,000.00		0.00	0.00
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	0.00		2,500.00	2,500.00		0.00	0.00
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	0.00		15,000.00	15,000.00		0.00	0.00
248-000-801.008	PURE MICHIGAN ADVERTISING	0.00		5,000.00	5,000.00		0.00	0.00
248-000-900.000	PUBLISHING & PUBLICATIONS	0.00		200.00	200.00		0.00	0.00
248-000-914.000	LIABILITY	1,125.00		1,400.00	1,400.00		1,162.85	83.06
248-000-920.000	UTILITIES	2,517.28		10,000.00	10,000.00		2,328.12	23.28
248-000-920.100	WATER & SEWER QTR. BILLING	0.00		12,500.00	12,500.00		0.00	0.00
248-000-940.000	LEASE/RENT	137.50		700.00	700.00		0.00	0.00
248-000-976.207	STREET LIGHT BANNERS	0.00		5,000.00	5,000.00		4,500.00	90.00
Total Dept 000-NONE		6,937.41		66,300.00	66,300.00		8,568.10	12.92
Dept 336-FIRE DEPARTMENT								
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	0.00		60,775.00	60,775.00		0.00	0.00
Total Dept 336-FIRE DEPARTMENT		0.00		60,775.00	60,775.00		0.00	0.00
TOTAL EXPENDITURES		6,937.41		127,075.00	127,075.00		8,568.10	6.74
Fund 248 - EDDA OPERATING:								
TOTAL REVENUES		304.38		428,450.00	428,450.00		245.14	0.06
TOTAL EXPENDITURES		6,937.41		127,075.00	127,075.00		8,568.10	6.74
NET OF REVENUES & EXPENDITURES		(6,633.03)		301,375.00	301,375.00		(8,322.96)	2.76

PERIOD ENDING 02/28/2017

GL NUMBER	DESCRIPTION	YTD BALANCE		2017		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2017 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 250 - WDDA OPERATING								
Revenues								
Dept 000-NONE								
250-000-402.000	CURRENT PROPERTY TAX	0.00		460,000.00	460,000.00		0.00	0.00
250-000-402.001	PROPERTY TAX REFUNDS-MTT	0.00		(4,000.00)	(4,000.00)		0.00	0.00
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		300.00	300.00		0.00	0.00
250-000-665.000	INTEREST EARNED	264.05		1,500.00	1,500.00		271.78	18.12
Total Dept 000-NONE		264.05		458,050.00		458,050.00		271.78 0.06
TOTAL REVENUES		264.05		458,050.00		458,050.00		271.78 0.06
Expenditures								
Dept 000-NONE								
250-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	0.00		500.00	500.00		0.00	0.00
250-000-976.214	LINCOLN ROAD AND BRIDGE	0.00		300,000.00	300,000.00		0.00	0.00
Total Dept 000-NONE		0.00		300,500.00		300,500.00		0.00 0.00
Dept 336-FIRE DEPARTMENT								
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	0.00		37,300.00	37,300.00		0.00	0.00
Total Dept 336-FIRE DEPARTMENT		0.00		37,300.00		37,300.00		0.00 0.00
Dept 996-TRANSFER OUT								
250-996-999.396	TRANSFER OUT TO WDDA G/O DEBT SERVICE	0.00		265,000.00	265,000.00		0.00	0.00
Total Dept 996-TRANSFER OUT		0.00		265,000.00		265,000.00		0.00 0.00
TOTAL EXPENDITURES		0.00		602,800.00		602,800.00		0.00 0.00
Fund 250 - WDDA OPERATING:								
TOTAL REVENUES		264.05		458,050.00		458,050.00		271.78 0.06
TOTAL EXPENDITURES		0.00		602,800.00		602,800.00		0.00 0.00
NET OF REVENUES & EXPENDITURES		264.05		(144,750.00)		(144,750.00)		271.78 0.19

User: SHERRIE

DB: Union

PERIOD ENDING 02/28/2017

GL NUMBER	DESCRIPTION	YTD BALANCE 02/29/2016		2017 ORIGINAL BUDGET		2017 AMENDED BUDGET		YTD BALANCE 02/28/2017		% BDGT USED
		NORMAL	(ABNORMAL)					NORMAL	(ABNORMAL)	
Fund 396 - WDDA G/O DEBT SERVICE FUND										
Revenues										
Dept 000-NONE										
396-000-665.000	INTEREST EARNED		5.67	50.00		50.00		1.68		3.36
Total Dept 000-NONE			5.67	50.00		50.00		1.68		3.36
Dept 961-TRANSFER IN										
396-961-699.250	TRANSFER IN FROM WDDA		0.00	265,000.00		265,000.00		0.00		0.00
Total Dept 961-TRANSFER IN			0.00	265,000.00		265,000.00		0.00		0.00
TOTAL REVENUES			5.67	265,050.00		265,050.00		1.68		0.00
Expenditures										
Dept 906-DEBT SERVICE										
396-906-991.000	BOND - PRINCIPAL		0.00	32,526.00		32,526.00		0.00		0.00
396-906-996.000	BOND - INTEREST		0.00	232,474.00		232,474.00		0.00		0.00
Total Dept 906-DEBT SERVICE			0.00	265,000.00		265,000.00		0.00		0.00
TOTAL EXPENDITURES			0.00	265,000.00		265,000.00		0.00		0.00
Fund 396 - WDDA G/O DEBT SERVICE FUND:										
TOTAL REVENUES			5.67	265,050.00		265,050.00		1.68		0.00
TOTAL EXPENDITURES			0.00	265,000.00		265,000.00		0.00		0.00
NET OF REVENUES & EXPENDITURES			5.67	50.00		50.00		1.68		3.36
TOTAL REVENUES - ALL FUNDS										
			574.10	1,151,550.00		1,151,550.00		518.60		0.05
TOTAL EXPENDITURES - ALL FUNDS										
			6,937.41	994,875.00		994,875.00		8,568.10		0.86
NET OF REVENUES & EXPENDITURES			(6,363.31)	156,675.00		156,675.00		(8,049.50)		5.14

Fund 248 EDDA OPERATING

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	51,055.80
248-000-002.000	SAVINGS	702,438.94
Total Assets		753,494.74
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	992.27
Total Liabilities		992.27
*** Fund Balance ***		
248-000-370.379	RESTRICTED FUND BALANCE	882,743.93
Total Fund Balance		882,743.93
Beginning Fund Balance - 2016		882,743.93
Net of Revenues VS Expenditures - 2016		(121,918.50)
*2016 End FB/2017 Beg FB		760,825.43
Net of Revenues VS Expenditures - Current Year		(8,322.96)
Ending Fund Balance		752,502.47
Total Liabilities And Fund Balance		753,494.74

* Year Not Closed

Fund 250 WDDA OPERATING

GL Number	Description	Balance
*** Assets ***		
250-000-001.000	CASH	5,184.37
250-000-002.000	SAVINGS	842,629.24
250-000-002.001	SHARES	53.70
Total Assets		847,867.31
*** 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 - 2016		646,373.46
Net of Revenues VS Expenditures - 2016		201,222.07
*2016 End FB/2017 Beg FB		847,595.53
Net of Revenues VS Expenditures - Current Year		271.78
Ending Fund Balance		847,867.31
Total Liabilities And Fund Balance		847,867.31

* Year Not Closed

Fund 396 WDDA G/O DEBT SERVICE FUND

GL Number	Description	Balance
*** Assets ***		
396-000-001.000	CASH	8,900.13
Total Assets		8,900.13
*** 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 - 2016		29,723.82
Net of Revenues VS Expenditures - 2016		(20,825.37)
*2016 End FB/2017 Beg FB		8,898.45
Net of Revenues VS Expenditures - Current Year		1.68
Ending Fund Balance		8,900.13
Total Liabilities And Fund Balance		8,900.13

* Year Not Closed

EDA BOARD MEMBERS						
	F Name	L Name	Appt. Date	Term Length ²	Term Expires	Sworn In Date
1	Thomas	Kequom	6/22/2016	4	4/14/2019	7/19/2016
2	James	Zalud	6/22/2016	4	4/14/2019	7/19/2016
3	Robert	Elmore	2/13/2013	4	2/13/2017	2/19/2013
4	Robert	Bacon	1/14/2015	4	1/31/2019	1/20/2015
5	Ben	Gunning	1/11/2017	N/A	11/20/2020	11/20/2016
6	Marty	Figg	6/22/2016 ¹	4	6/22/2018 ¹	7/11/2016
7	Sarvjit	Chowdhary	1/14/2015	4	1/20/2018	1/20/2015
8	Cheryl	Hunter	6/22/2016	4	6/22/2019	7/19/2016
9	Vance	Johnson	6/22/2016 ¹	4	2/13/2017 ¹	7/19/2016
10	Michael	Smith	6/22/2016 ¹	4	2/13/2017 ¹	Unable to determine ³
11	Mark	Perry	3/26/2014	4	3/26/2018	7/19/2016

¹At the June 22, 2016 Board of Trustees meeting, it was moved, supported and affirmatively voted that the EDA appointments be staggered to reflect 3 terms expiring in 2017, 3 terms expiring in 2018 and 4 terms expiring in 2019. Term expiration dates have been assigned to achieve this.

²Per the by-laws, after stagger is achieved, all terms are to be 4 years

³Unable to determine definitively

** MEMBERS TERMS/EXPIRATIONS RECONCILED 12/28/16 - MS/AS; Reviewed subsequent to 2/21/17 Board meeting - MS*

REQUEST FOR EDA BOARD ACTION

TO: Economic Development Authority
FROM: Mark Stuhldreher, Township Manager

DATE: March 10, 2017
DATE FOR AUTHORITY CONSIDERATION: 3/21/2017

ACTION REQUESTED: Approval of a Participation Contract between the Charter Township of Union Economic Development Authority (EDA) and the Isabella County Road Commission (ICRC) for funding participation for the replacement of the Lincoln Road Bridge over the Chippewa River improvement project.

Current Action Emergency

Funds Budgeted: If Yes Account # 250-000-976.214 No

Finance Approval MDS

BACKGROUND INFORMATION

As part of the Lincoln Road Improvement Project, the Lincoln Rd bridge is being replaced and widened.

The Participation Contract outlines the portion of the cost that was agreed to be provided by the West Downtown Development Authority.

SCOPE OF SERVICES

The ICRC will provide project management and oversight responsibilities regarding the bridge replacement

JUSTIFICATION

The bridge replacement is needed to accommodate future traffic flow projections and is part of the larger Lincoln Rd Improvement Project from Broomfield Rd to Remus Rd.

PROJECT IMPROVEMENTS

Board of Trustee's goals addressed by this project (from Policy 1.0: Global End)

1. Community well-being and common good
2. Safety
3. Commerce

COSTS

The total not to exceed project cost, inclusive of contingency, is \$3,127,758.95. The breakdown of project resources is as follows

Funding Unit	Amount
MDOT	\$2,466,662.12
Road Commission	\$ 361,096.83
West DDA	\$ 300,000.00
Grand Total	\$3,127,758.95

PROJECT TIME TABLE

The bridge replacement will commence in February, 2017 with an anticipated completion date of June, 2017.

RESOLUTION

Approval of the Participation Contract between the Charter Township of Union Economic Development Authority (EDA) and the Isabella County Road Commission for funding participation for the Lincoln Road Bridge over the Chippewa River improvement project to be paid by West Downtown Development Tax Increment revenue.

Resolved by _____ Seconded by _____

- Yes:
- No:
- Absent:

TOWNSHIP PARTICIPATION CONTRACT

This Agreement is made and entered into by and between the Board of County Road Commissioners for the County of Isabella, hereinafter referred to as the “**Road Commission**” and **UnionTownship- DDA**, hereinafter referred to as the “**Township**”, for the following improvements:

Project No. 460-14-501447	Lincoln Road Bridge over Chippewa River		
	<u>CONTRACTED COST</u>	<u>CONTINGENCY</u>	<u>TOTALS</u>
	\$2,843,417.23	\$284,341.72	\$3,127,758.95
MDOT GRANT (S)	<u>(2,242,420.11)</u>	<u>(224,242.01)</u>	<u>(2,466,662.12)</u>
UNFUNDED PORTION	<u>\$ 600,997.12</u>	<u>\$ 60,099.71</u>	<u>\$ 661,096.83</u>
I.C.R.C. TOTAL SHARE	<u>\$ 300,997.12</u>	<u>\$ 60,099.71</u>	<u>\$ 361,096.83</u>
UNION DDA SHARE	\$ 300,000.00	\$ 0	\$ 300,000.00

Payment as stated above will be due upon receipt of invoice. The Road Commission is hereby authorized to add to the unpaid balance a service charge of one percent (1%) per month on the unpaid balance of any and all of said sums remaining unpaid after thirty (30) days. Projects which carryover between fiscal years may be billed at the ratio of costs incurred to date. Carryover projects are those which require extensive work to be deemed complete.

The undersigned Township officials, by executing this agreement, certify they are authorized to enter into this agreement on behalf of the Township.

UNIONTOWNSHIP DDA

ISABELLA COUNTY ROAD COMMISSION

By: _____
Supervisor

By: _____
Manager

By: _____
Clerk

By: _____
Board Secretary

Board Approval on: _____

Board Approval on: _____