



Economic Development Authority Board (EDA)

Regular Meeting – Township Hall

Tuesday, April 18, 2017

5:15 p.m.

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF REGULAR MEETING MINUTES MARCH 21, 2017
5. PUBLIC COMMENT
6. REPORTS
 - A. ACCOUNTS PAYABLE APPROVAL - MARCH
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. MARCH 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 - NONE
8. PENDING BUSINESS
 - A. PROJECT LIST REVIEW: EAST AND WEST DDA: NO UPDATE
9. ADJOURNMENT UNTIL NEXT REGULAR EDA MEETING: MAY 16, 2017

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

MINUTES

CALL TO ORDER

Chairman Kequom called to order the EDA Board Meeting at 5:21 pm.

ROLL CALL

Present: Kequom, Perry, Smith, Hunter, Figg, Gunning

Excused: Chowdhary, Zalud, Johnson

Absent: Bacon

Vacant: Elmore (Resigned)

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

APPROVAL OF AGENDA

MOTION by **Perry** SUPPORTED by **Figg** to APPROVE the agenda as presented. MOTION CARRIED 6-0.

APPROVAL OF MINUTES

MOTION by **Gunning** SUPPORTED by **Perry** to APPROVE minutes from the February 21, 2017 regular meeting as presented. MOTION CARRIED 6-0.

PUBLIC COMMENT – None

REPORTS

ACCOUNTS PAYABLE/ FINANCIAL STATEMENTS

Discussion was held on accounts payable, including questions on Consumers Energy meters, cost savings.

ACTION ITEM: Provide Board information on consumption history, any realized cost savings due to new meters.

MOTION by **Figg** SUPPORTED by **Perry** to APPROVE the East DDA payables in the amount of \$992.27 as presented. MOTION CARRIED 6-0.

Discussion was held on the Financial Reports: Manager Stuhldreher highlighted the only payment of \$4,500 for Art Reach participation, informed the Board tax revenues will hit reports in July after tax reconciliation with the County, per normal procedures. The West G.O. debt was also discussed

ACTION ITEM: Supply West G.O. debt pay-off date to the Board.

MOTION by **Gunning** SUPPORTED by **Perry** to RECEIVE AND FILE Financial Reports as received. MOTION CARRIED 6-0.

BOARD APPOINTMENTS/TERM UPDATE

Manager Stuhldreher reviewed the Board roster, process for filling (3) expired seats; discussion was held regarding candidates.

Chairman Kequom presented Bob Elmore's resignation letter.

MOTION by **Gunning** SUPPORTED by **Hunter** to ACCEPT Board Member Elmore's resignation letter. MOTION CARRIED 6-0.

NEW BUSINESS

1. LINCOLN ROAD BRIDGE PARTICIPATION CONTRACT

Manager Stuhldreher presented the Township Participation Contract for consideration, stating the \$300,000 was budgeted/available (cash) in the West DDA account. Discussion was held on the project partnership and matching fund determination.

MOTION by **Gunning** SUPPORTED by **Perry** to APPROVE the participation agreement between the Union Township 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. MOTION CARRIED 6-0.

PENDING BUSINESS

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

DISCUSSION

Manager Stuhldreher informed the Board the RFP for lawn cutting is expected to be released next week; discussed timeframe for weekly park bench cleaning – to begin mid to late April; also authorized Block Electric to repair/replace damaged welcome banner attachments in the amount of \$1,900.

MOTION by **Gunning** SUPPORTED by **Hunter** to adjourn meeting at 6:04.

APPROVED BY

Secretary Chowdhary

(Recorded by Angela Schofield)

04/07/2017 12:06 PM
User: SHERRIE
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
CHECK DATE FROM 03/22/2017 - 04/18/2017

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank 248 EDDA CHECKING					
03/29/2017	248	22 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	826.51
04/18/2017	248	3960	00450	M M I	202.13
04/18/2017	248	3961	00538	PRICE MINI STORAGE	550.00
248 TOTALS:					
Total of 3 Checks:					1,578.64
Less 0 Void Checks:					0.00
Total of 3 Disbursements:					1,578.64

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 248 EDDA CHECKING						
03/29/2017	248	22 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	1940 S ISABELLA RD	52.64
					2027 FLORENCE ST	42.17
					4923 E PICKARD ST	47.96
					4675 E PICKARD ST	38.68
					4592 E PICKARD ST #B	23.27
					4592 E PICKARD ST #A	42.91
					5771 E PICKARD ST #B	23.40
					5771 E PICKARD RD #A	62.66
					5770 E PICKARD ST #B	23.40
					5770 E PICKARD ST #A	98.03
					5325 E PICKARD ST	114.14
					2029 2ND ST	109.57
					5157 E PICKARD ST #B	22.57
					5157 E PICKARD ST #A	69.97
					4900 E PICKARD ST	55.14
						<u>826.51</u>
04/18/2017	248	3960	00450	M M I	PARK BENCH GROUND MAINT-MAR	202.13
04/18/2017	248	3961	00538	PRICE MINI STORAGE	ANNUAL STORAGE LEASE-DDA	550.00
248 TOTALS:						
Total of 3 Checks:						1,578.64
Less 0 Void Checks:						0.00
Total of 3 Disbursements:						<u>1,578.64</u>

PERIOD ENDING 03/31/2017

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	452.19		1,000.00	1,000.00		369.44	36.94
248-000-671.000	OTHER REVENUE	0.00		200.00	200.00		0.00	0.00
Total Dept 000-NONE		452.19		428,450.00	428,450.00		369.44	0.09
TOTAL REVENUES		452.19		428,450.00	428,450.00		369.44	0.09
Expenditures								
Dept 000-NONE								
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	726.51		3,500.00	3,500.00		404.26	11.55
248-000-801.003	SIDEWALK SNOWPLOWING	5,175.00		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	3,201.67		10,000.00	10,000.00		3,154.63	31.55
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	4,500.00		5,000.00	5,000.00		4,500.00	90.00
Total Dept 000-NONE		14,865.68		66,300.00	66,300.00		9,596.74	14.47
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		14,865.68		127,075.00	127,075.00		9,596.74	7.55
Fund 248 - EDDA OPERATING:								
TOTAL REVENUES		452.19		428,450.00	428,450.00		369.44	0.09
TOTAL EXPENDITURES		14,865.68		127,075.00	127,075.00		9,596.74	7.55
NET OF REVENUES & EXPENDITURES		(14,413.49)		301,375.00	301,375.00		(9,227.30)	3.06

PERIOD ENDING 03/31/2017

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	400.57		1,500.00	1,500.00		414.65	27.64
Total Dept 000-NONE		400.57		458,050.00	458,050.00		414.65	0.09
TOTAL REVENUES		400.57		458,050.00	458,050.00		414.65	0.09
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		400.57		458,050.00	458,050.00		414.65	0.09
TOTAL EXPENDITURES		0.00		602,800.00	602,800.00		0.00	0.00
NET OF REVENUES & EXPENDITURES		400.57		(144,750.00)	(144,750.00)		414.65	0.29

User: SHERRIE

DB: Union

PERIOD ENDING 03/31/2017

GL NUMBER	DESCRIPTION	YTD BALANCE		2017		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2017 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 396 - WDDA G/O DEBT SERVICE FUND								
Revenues								
Dept 000-NONE								
396-000-665.000	INTEREST EARNED	8.60		50.00	50.00	2.56		5.12
Total Dept 000-NONE		8.60		50.00	50.00	2.56		5.12
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		8.60		265,050.00	265,050.00	2.56		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		8.60		265,050.00	265,050.00	2.56		0.00
TOTAL EXPENDITURES		0.00		265,000.00	265,000.00	0.00		0.00
NET OF REVENUES & EXPENDITURES		8.60		50.00	50.00	2.56		5.12
TOTAL REVENUES - ALL FUNDS								
		861.36		1,151,550.00	1,151,550.00	786.65		0.07
TOTAL EXPENDITURES - ALL FUNDS								
		14,865.68		994,875.00	994,875.00	9,596.74		0.96
NET OF REVENUES & EXPENDITURES		(14,004.32)		156,675.00	156,675.00	(8,810.09)		5.62

Fund 248 EDDA OPERATING

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	49,242.00
248-000-002.000	SAVINGS	702,558.26
248-000-018.000	TAXES RECEIVABLE - WINTER TAX	65,309.22
248-000-084.703	DUE FROM CURRENT TAX FUND	371,615.63
Total Assets		1,188,725.11
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	202.13
248-000-339.000	DEFERRED REVENUE	436,924.85
Total Liabilities		437,126.98
*** 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		(9,227.30)
Ending Fund Balance		751,598.13
Total Liabilities And Fund Balance		1,188,725.11

* 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	842,772.11
250-000-002.001	SHARES	53.70
250-000-018.000	TAXES RECEIVABLE - WINTER TAX	220,998.90
250-000-084.703	DUE FROM CURRENT TAX FUND	297,838.00
Total Assets		1,366,847.08
*** Liabilities ***		
250-000-339.000	DEFERRED REVENUE	518,836.90
Total Liabilities		518,836.90
*** 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		414.65
Ending Fund Balance		848,010.18
Total Liabilities And Fund Balance		1,366,847.08

* Year Not Closed

Fund 396 WDDA G/O DEBT SERVICE FUND

GL Number	Description	Balance
*** Assets ***		
396-000-001.000	CASH	8,901.01
Total Assets		8,901.01
*** 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		2.56
Ending Fund Balance		8,901.01
Total Liabilities And Fund Balance		8,901.01

* Year Not Closed