

**Charter Township of Union  
Economic Development Authority Board (EDA)  
Regular Board Meeting  
Tuesday, May 16, 2017**

**MINUTES**

**CALL TO ORDER**

Chairman Kequom called to order the EDA Board Meeting at 5:27 pm.

**ROLL CALL**

Present: Kequom, Perry, Chowdhary, Figg, Gunning, Barz

Excused: Zalud, Johnson

Absent: Bacon, Hunter, Smith

Others Present: Mark Stuhldreher, Township Manager; Amy Peak, Building Dept. Clerk; Angela Schofield, Public Works Assistant

**APPROVAL OF AGENDA**

MOTION by **Chowdhary** 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 May 16, 2017 regular meeting as presented.

MOTION CARRIED 6-0.

**PUBLIC COMMENT** – None

**REPORTS**

**ACCOUNTS PAYABLE/ FINANCIAL STATEMENTS**

Manager Stuhldreher began by introducing new Board member Mr. Barz, and Amy Peak, the new Building Department Clerk and EDA Administrative Assistant, replacing Angela Schofield who will be moving to the Public Works Department.

Mr. Frigg welcomed both and thanked Ms. Schofield for her support of the EDA.

Mr. Stuhldreher reviewed the payables, stating there were (3) small payments in the East, and the initial installment on the Lincoln Road Project of \$100,000 in the West..

MOTION by **Barz** SUPPORTED by **Perry** to APPROVE the East DDA payables in the amount of \$1,275.23 as presented.  
MOTION CARRIED 6-0.

MOTION by **Chowdhary** SUPPORTED by **Gunning** to APPROVE the West DDA payables in the amount of \$100,000 as presented.  
MOTION CARRIED 6-0.

Further discussion was held on the Lincoln Road Project, including invoicing, and anticipated completion date of late June/early July due to weather delays.

Manager Stuhldreher reviewed the financial statements; stating tax revenue post in July, and the fire fund payments would be made in July. He also reminded the Board the auditor's presentation is slated for the June EDA meeting.

The Financial Reports were RECEIVED AND FILED by Chairman Kequom.

Manager Stuhldreher also reviewed updates to the Board Member expiration matrix.

**NEW BUSINESS**

Manager Stuhldreher reviewed the bid process and analysis for lawn maintenance services, announced Wilson Lawn Care as the low bidder, and reviewed the proposed contract for approval. Discussion was held on the contract, as well as the possibility of including herbicide and/or fertilization services next season.

**ACTION ITEM:** Gunning and Figg to make recommendation on herbicide/fertilization plan for future Board review.

MOTION by **Barz** SUPPORTED by **Perry** to APPROVE the (3) year service agreement with Wilson Lawn Care Inc. to provide lawn maintenance services to the EDA. MOTION CARRIED 6-0.

Manager Stuhldreher reviewed the CRDL letter regarding TIF participation; Chairmen Kequom presented a few revisions.

MOTION by Perry SUPPORTED by Figg to APPROVE the CRDL letter as amended. MOTION CARRIED 6-0.

**PENDING BUSINESS** -PROJECT LIST REVIEW: EAST AND WEST EDA – IN PROCESS, NO UPDATES

Manager Stuhldreher updated the Board on the Welcome Banner repairs, including the addition of east banner repairs at a cost of \$1,200.

The Board discussed the EDA project list and the Master Plan process. They expressed desire to coordinate with the Master Plan updates and the Future Land Use maps developed from that process.

Manager Stuhldreher also mentioned the recently completed traffic study and the possibility of EDA participation in upcoming intersection improvements, sidewalks, etc. He also reminded the Board of the need to have public input/visioning sessions throughout the process.

Meeting was adjourned by Chairman Kequom at 6:28.

**APPROVED BY**



Secretary Chowdhary

(Recorded by Angela Schofield)