



Economic Development Authority Board (EDA)

Regular Meeting – Township Hall

Tuesday July 18, 2017

5:15 p.m.

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF REGULAR MEETING MINUTES JUNE 20, 2017
5. PUBLIC COMMENT
6. REPORTS
 - A. ACCOUNTS PAYABLE APPROVAL - JUNE
EAST D.D.A. DISTRICT #248 - **CHECK REGISTER**
WEST D.D.A. DISTRICT #250 – **CHECK REGISTER**
WEST D.D.A. GO DEBT SERVICE #396 – **CHECK REGISTER**
 - B. MAY 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 MEMBER EXPIRATION MATRIX
7. NEW BUSINESS
8. PENDING BUSINESS
9. ADJOURNMENT UNTIL NEXT REGULAR EDA MEETING: AUGUST 15, 2017

**Charter Township of Union
Economic Development Authority Board (EDA)
Regular Board Meeting
Tuesday June 20, 2017**

MINUTES

CALL TO ORDER

Chairman Kequom called to order the EDA Board Meeting at 5:18 pm.

ROLL CALL

Present: Kequom, Zalud, Johnson, Bacon, Perry, Barz, Figg, Gunning (Late)

Absent: Chowdhary, Hunter, Smith

Others Present: Mark Stuhldreher-Township Manager, Amy Peak-Building Dept. Clerk, Sherrie Teall-Finance Director, Peter Gallinat-Planning/Zoning, Ali Barnes-Yeo & Yeo

APPROVAL OF AGENDA

MOTION by **Johnson** SUPPORTED by **Figg** to APPROVE the agenda as presented. MOTION CARRIED 7-0.

APPROVAL OF MINUTES

MOTION by **Barz** SUPPORTED by **Perry** to APPROVE minutes from the May 16, 2017 regular meeting as presented.

MOTION CARRIED 7-0.

PUBLIC COMMENT – None

REPORTS

ACCOUNTS PAYABLE/ FINANCIAL STATEMENTS

Manager Stuhldreher reviewed the accounts payable for the East DDA.

MOTION by **Zalud** SUPPORTED by **Perry** to APPROVE the East DDA May 17-June 20, payables in the amount of \$11,800.03 as presented.

MOTION CARRIED 8-0.

Manager Stuhldreher reviewed the accounts payable for the West DDA.

MOTION by **Zalud** SUPPORTED by **Figg** to APPROVE the West DDA payables in the amount of \$260,000.00 as presented.

MOTION CARRIED 8-0.

Manager Stuhldreher reviewed financial statements: stating tax revenue post in July.

The Financial Reports were RECEIVED AND FILED by Chairman Kequom.

Manager Stuhldreher reported on banners, flowers and bench areas as well as irrigation issues on Pickard. Discussion also included looking in to a bigger company, such as Theilen or RS Irrigation, to handle irrigation on Pickard and possibly formalizing an agreement for future services to handle irrigation on Pickard.

Discussion held on wear and tear on benches and trash receptacles with possible audit and replacement program for said items.

Manager Stuhldreher presented letter from Chippewa River District Library electing to opt out of sharing some of the property taxes with both East and West DDA.

NEW BUSINESS

Audit presentations from Ali Barnes from Yeo & Yeo and Sherrie Teall – Union Township Finance Director

Discussion on reducing the amount of banking accounts from 6 total accounts at two different financial institutions to 3 accounts at one institution.

Manager Stuhldreher gave an informational update on M-20 / Lincoln Rd development proposal with some general discussion. Peter Gallinat also did a brief presentation of this proposed development. Board commented that they support this development as it would add tax base and encourage additional, future development along the M20 corridor.

ACTION ITEM: Request to add Mark Stuhldreher, Township Manager to the six Authority bank accounts and remove Brian Smith's name from the same bank accounts.

MOTION by Barz SUPPORTED by Johnson to APPROVE the addition of Mark Stuhldreher name and remove Brian Smith name the 6 authority bank accounts. Motion CARRIED 8-0

Project List Review: Mark suggested that this item may be removed from future agendas.

FINAL BOARD COMMENT: Focus on irrigation issues on Pickard as well as assessment or replacement program and prices for new benches and trash receptacles on Pickard.

Meeting adjourned by Chairman Kequom at 6:35 p.m.

APPROVED BY

Secretary Chowdhary

(Recorded by Amy Peak)

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 248 EDDA CHECKING						
06/28/2017	248	25 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	1940 S ISABELLA RD	45.87
					2027 FLORENCE ST	34.62
					4923 E PICKARD ST	37.14
					4675 E PICKARD ST	31.03
					4592 E PICKARD ST #B	23.39
					4592 E PICKARD ST #A	34.30
					5771 E PICKARD RD #B	23.39
					5771 E PICKARD RD #A	45.86
					5770 E PICKARD ST #B	23.39
					5770 E PICKARD ST #A	50.76
					5325 E PICKARD ST	84.79
					2029 2ND ST	76.94
					5157 E PICKARD ST #B	22.57
					517 E PICKARD ST #A	68.86
					4900 E PICKARD ST	39.97
						<u>642.88</u>
07/18/2017	248	3968	00722	CHARTER TOWNSHIP OF UNION	5655.1 E PICKARD 2ND QUARTER WTR/SWR BIL	904.00
					5662.1 E PICKARD 2ND QTR WTR/SWR BILLING	488.00
					4929.1 E PICKARD 2ND QTR WTR/SWR BILLING	1,892.00
					4858.1 E PICKARD 2ND QTR WTR/SWR BILLING	1,008.00
					US 27 OVERPASS 2ND QTR WTR/SWR BILLING	228.00
						<u>4,520.00</u>
07/18/2017	248	3969	00450	M M I	PARK BENCH GROUND MAINT-JUNE	282.98
07/18/2017	248	3970	00530	PLEASANT THYME HERB FARM	EDDA FLOWER, TREE, SHRUB MAINT	3,325.00
07/18/2017	248	3971	00649	THIELEN TURF IRRIGATION, INC.	OVERPASS IRRIGATION-START UP	75.60
07/18/2017	248	3972	00732	YEO & YEO, PC	AUDIT RESULTS PRESENTATION	400.00
248 TOTALS:						
Total of 6 Checks:						9,246.46
Less 0 Void Checks:						0.00
Total of 6 Disbursements:						<u>9,246.46</u>

07/12/2017 03:30 PM
User: SHERRIE
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
CHECK DATE FROM 06/21/2017 - 07/18/2017

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 250 WDDA CHECKING						
07/18/2017	250	216	00732	YEO & YEO, PC	AUDIT RESULTS PRESENTATION	400.00
250 TOTALS:						
Total of 1 Checks:						400.00
Less 0 Void Checks:						0.00
Total of 1 Disbursements:						400.00

07/12/2017 03:33 PM
User: SHERRIE
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
CHECK DATE FROM 06/21/2017 - 07/19/2017

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 396 WDDA G/O DEBT CHECKING						
07/19/2017	396	173	00681	US BANK	1991 WDDA GO BOND PAYEMNT	<u>265,000.00</u>
396 TOTALS:						
Total of 1 Checks:						265,000.00
Less 0 Void Checks:						0.00
Total of 1 Disbursements:						<u>265,000.00</u>

PERIOD ENDING 06/30/2017

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	426,383.74		430,000.00	430,000.00		441,993.16	102.79
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		2,141.16	107.06
248-000-445.000	INTEREST ON TAXES	0.00		0.00	0.00		748.74	100.00
248-000-665.000	INTEREST EARNED	883.07		1,000.00	1,000.00		733.75	73.38
248-000-671.000	OTHER REVENUE	101.09		200.00	200.00		67.55	33.78
Total Dept 000-NONE		427,367.90		428,450.00	428,450.00		445,684.36	104.02
TOTAL REVENUES		427,367.90		428,450.00	428,450.00		445,684.36	104.02
Expenditures								
Dept 000-NONE								
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	2,591.07		3,500.00	3,500.00		2,131.73	60.91
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	4,620.00		5,000.00	5,000.00		0.00	0.00
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	4,682.76		2,500.00	2,500.00		2,423.06	96.92
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	9,157.50		15,000.00	15,000.00		7,253.00	48.35
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		246.78	123.39
248-000-914.000	LIABILITY	1,125.00		1,400.00	1,400.00		1,162.85	83.06
248-000-920.000	UTILITIES	5,085.37		10,000.00	10,000.00		5,106.04	51.06
248-000-920.100	WATER & SEWER QTR. BILLING	3,348.11		12,500.00	12,500.00		4,520.00	36.16
248-000-940.000	LEASE/RENT	687.50		700.00	700.00		550.00	78.57
248-000-976.207	STREET LIGHT BANNERS	6,100.00		5,000.00	5,000.00		8,700.00	174.00
Total Dept 000-NONE		42,572.31		66,300.00	66,300.00		32,468.46	48.97
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		42,572.31		127,075.00	127,075.00		32,468.46	25.55
Fund 248 - EDDA OPERATING:								
TOTAL REVENUES		427,367.90		428,450.00	428,450.00		445,684.36	104.02
TOTAL EXPENDITURES		42,572.31		127,075.00	127,075.00		32,468.46	25.55
NET OF REVENUES & EXPENDITURES		384,795.59		301,375.00	301,375.00		413,215.90	137.11

PERIOD ENDING 06/30/2017

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	457,662.49		460,000.00	460,000.00		494,598.66	107.52
250-000-402.001	PROPERTY TAX REFUNDS-MTT	(8,337.74)		(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		298.76	99.59
250-000-445.000	INTEREST ON TAXES	0.00		0.00	0.00		199.78	100.00
250-000-665.000	INTEREST EARNED	776.26		1,500.00	1,500.00		784.11	52.27
Total Dept 000-NONE		450,101.01		458,050.00	458,050.00		495,881.31	108.26
TOTAL REVENUES		450,101.01		458,050.00	458,050.00		495,881.31	108.26
Expenditures								
Dept 000-NONE								
250-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	0.00		500.00	500.00		400.00	80.00
250-000-976.214	LINCOLN ROAD AND BRIDGE	0.00		300,000.00	300,000.00		100,000.00	33.33
Total Dept 000-NONE		0.00		300,500.00	300,500.00		100,400.00	33.41
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	220,000.00		265,000.00	265,000.00		260,000.00	98.11
Total Dept 996-TRANSFER OUT		220,000.00		265,000.00	265,000.00		260,000.00	98.11
TOTAL EXPENDITURES		220,000.00		602,800.00	602,800.00		360,400.00	59.79
Fund 250 - WDDA OPERATING:								
TOTAL REVENUES		450,101.01		458,050.00	458,050.00		495,881.31	108.26
TOTAL EXPENDITURES		220,000.00		602,800.00	602,800.00		360,400.00	59.79
NET OF REVENUES & EXPENDITURES		230,101.01		(144,750.00)	(144,750.00)		135,481.31	93.60

PERIOD ENDING 06/30/2017

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		22.77	50.00	50.00		9.29	18.58
Total Dept 000-NONE			22.77	50.00	50.00		9.29	18.58
Dept 961-TRANSFER IN								
396-961-699.250	TRANSFER IN FROM WDDA		220,000.00	265,000.00	265,000.00		260,000.00	98.11
396-961-699.398	TRANSFER IN FROM WDDA SPEC ASSESS DEBT		9,925.75	0.00	0.00		0.00	0.00
Total Dept 961-TRANSFER IN			229,925.75	265,000.00	265,000.00		260,000.00	98.11
TOTAL REVENUES			229,948.52	265,050.00	265,050.00		260,009.29	98.10
Expenditures								
Dept 906-DEBT SERVICE								
396-906-991.000	BOND - PRINCIPAL		33,268.00	32,526.00	32,526.00		32,526.00	100.00
396-906-996.000	BOND - INTEREST		216,732.00	232,474.00	232,474.00		232,474.00	100.00
Total Dept 906-DEBT SERVICE			250,000.00	265,000.00	265,000.00		265,000.00	100.00
TOTAL EXPENDITURES			250,000.00	265,000.00	265,000.00		265,000.00	100.00
Fund 396 - WDDA G/O DEBT SERVICE FUND:								
TOTAL REVENUES			229,948.52	265,050.00	265,050.00		260,009.29	98.10
TOTAL EXPENDITURES			250,000.00	265,000.00	265,000.00		265,000.00	100.00
NET OF REVENUES & EXPENDITURES			(20,051.48)	50.00	50.00		(4,990.71)	9,981.42
TOTAL REVENUES - ALL FUNDS								
			1,107,417.43	1,151,550.00	1,151,550.00		1,201,574.96	104.34
TOTAL EXPENDITURES - ALL FUNDS								
			512,572.31	994,875.00	994,875.00		657,868.46	66.13
NET OF REVENUES & EXPENDITURES			594,845.12	156,675.00	156,675.00		543,706.50	347.03

Fund 248 EDDA OPERATING

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	34,785.49
248-000-002.000	SAVINGS	703,397.24
248-000-084.703	DUE FROM CURRENT TAX FUND	444,462.18
Total Assets		1,182,644.91
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	8,603.58
Total Liabilities		8,603.58
*** Fund Balance ***		
248-000-370.379	RESTRICTED FUND BALANCE	760,825.43
Total Fund Balance		760,825.43
Beginning Fund Balance		760,825.43
Net of Revenues VS Expenditures		413,215.90
Ending Fund Balance		1,174,041.33
Total Liabilities And Fund Balance		1,182,644.91

Fund 250 WDDA OPERATING

GL Number	Description	Balance
*** Assets ***		
250-000-001.000	CASH	5,184.37
250-000-002.000	SAVINGS	483,141.57
250-000-002.001	SHARES	53.70
250-000-084.703	DUE FROM CURRENT TAX FUND	495,097.20
Total Assets		983,476.84
*** Liabilities ***		
250-000-202.000	ACCOUNTS PAYABLE	400.00
Total Liabilities		400.00
*** Fund Balance ***		
250-000-370.379	RESTRICTED FUND BALANCE	847,595.53
Total Fund Balance		847,595.53
Beginning Fund Balance		847,595.53
Net of Revenues VS Expenditures		135,481.31
Ending Fund Balance		983,076.84
Total Liabilities And Fund Balance		983,476.84

Fund 396 WDDA G/O DEBT SERVICE FUND

GL Number	Description	Balance
*** Assets ***		
396-000-001.000	CASH	268,907.74
Total Assets		268,907.74
*** Liabilities ***		
396-000-202.000	ACCOUNTS PAYABLE	265,000.00
Total Liabilities		265,000.00
*** Fund Balance ***		
396-000-370.379	RESTRICTED FUND BALANCE	8,898.45
Total Fund Balance		8,898.45
Beginning Fund Balance		8,898.45
Net of Revenues VS Expenditures		(4,990.71)
Ending Fund Balance		3,907.74
Total Liabilities And Fund Balance		268,907.74

Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	Norm	Woerle	11/20/2020
2-Chair	Phil	Squatrito	2/15/2020
3- Vice Chair	Bryan	Mielke	2/15/2018
4-Secretary	Alex	Fuller	2/15/2020
5-Vice Secretary	John	Zerbe	2/15/2018
6	Ryan	Buckley	2/15/2019
7	Denise	Webster	2/15/2020
8	Erik	Robinette	2/15/2018
9	Dwayne	Strachan	2/15/2018
Zoning Board of Appeals Members (5 Members, 2 Alternates) 3 year term			
#	F Name	L Name	Expiration Date
1-Chair	Tim	Warner	12/31/2019
2-PC Rep / Vice Chair	Bryan	Mielke	2/18/2018
3-Vice Secretary	Jake	Hunter	12/31/2019
4-Secretary	Mike	Darin	12/31/2019
5	Paul	Gross	12/31/2018
Alt. #1	Andy	Theisen	12/31/2019
Alt. #2	Taylor	Sheahan-Stahl	2/15/2018
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1-Chair	vacant seat		12/31/2018
2	James	Thering	12/31/2018
3	Brian	Neyer	12/31/2018
Alt #1	Mary Beth	Orr	1/25/2019
Citizens Task Force on Sustainability (4 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Laura	Coffee	12/31/2018
2	Mike	Lyon	12/31/2018
3	Jay	Kahn	12/31/2018
4	Phil	Mikus	11/20/2020
Construction Board of Appeals (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Colin	Herron	12/31/2017
2	Richard	Klumpp	12/31/2017
3	Andy	Theisen	12/31/2017
Hannah's Bark Park Advisory Board (2 Members from Township) 2 year term			
1	Mark	Stuhldreher	12/31/2018
2	John	Dinse	12/31/2017
Chippewa River District Library Board 4 year term			
1	Ruth	Helwig	12/31/2019



Board Expiration Dates

EDA Board Members (11 Members) 4 year term			
#	F Name	L Name	Expiration Date
1	Thomas	Kequom	4/14/2019
2	James	Zalud	4/14/2019
3	Richard	Barz	2/13/2021
4	Robert	Bacon	1/13/2019
5	Ben	Gunning	11/20/2020
6	Marty	Figg	6/22/2018
7	Sarvjit	Chowdhary	1/20/2018
8	Cheryl	Hunter	6/22/2019
9	Vance	Johnson	2/13/2021
10	Michael	Smith	2/13/2021
11	Mark	Perry	3/26/2018
Mid Michigan Area Cable Consortium (2 Members)			
#	F Name	L Name	Expiration Date
1	Kim	Smith	
2	Vacant		
Cultural and Recreational Commission (1 seat from Township) 3 year term			
#	F Name	L Name	Expiration Date
1	Brian	Smith	12/31/2019