



Economic Development Authority Board (EDA)

Regular Meeting – Township Hall

Tuesday August 15, 2017

5:15 p.m.

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF REGULAR MEETING MINUTES JULY 18, 2017
5. PUBLIC COMMENT
6. REPORTS
 - A. ACCOUNTS PAYABLE APPROVAL - JULY
EAST D.D.A. DISTRICT #248 - **CHECK REGISTER**
WEST D.D.A. DISTRICT #250 - **CHECK REGISTER**
WEST D.D.A. GO DEBT SERVICE #396 - **NONE**
 - B. JULY 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. ADJOURNMENT UNTIL NEXT REGULAR EDA MEETING: SEPTEMBER 19, 2017

**Charter Township of Union
Economic Development Authority Board (EDA)
Regular Board Meeting
Tuesday July 18, 2017**

MINUTES

CALL TO ORDER

Chairman Kequom called to order the EDA Board Meeting at 5:19 pm.

ROLL CALL

Present: Kequom, Zalud, Bacon, Gunning, Perry, Figg, Barz (late), Chowdhary (late)

Absent: Smith

Excused: Hunter, Johnson

Others Present: Mark Stuhldreher-Township Manager; Amy Peak-Building Dept. Clerk

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

MOTION by **Bacon** SUPPORTED by **Figg** to APPROVE minutes from the June 20, 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 payables in the amount of \$9,246.46 as presented.

MOTION CARRIED 8-0.

MOTION by Figg **SUPPORTED** by **Barz** to APPROVE the West DDA payables in the amount of \$400.00 as presented.

MOTION CARRIED 8-0.

MOTION by **Zalud** SUPPORTED by **Perry** to APPROVE the West DDA GO Debt Service payable in the amount of 265,000.00 as presented. MOTION CARRIED 8-0

Manager Stuhldreher reported the budgeted amount for the street light banners had gone over because the budget was originally set to allow for the production of the banner and not the installation. Mark stated that the budget will be amended later this year to allow for that. Manager Stuhldreher also stated that the Township Treasurer has increased efforts on the collection of delinquent personal property tax.

Manager Stuhldreher reviewed financial statements.

MOTION by Zalud SUPPORTED by Figg to receive and file financial reports. CARRIED 8-0

The Financial Reports were RECEIVED AND FILED by Chairman Kequom.

Manager Stuhldreher gave update on Pickard St irrigation and the transfer from Central Michigan Lawn Sprinkling to Thielen Turf Irrigation as well as his authorization for Thielen to proceed with a discovery exercise to determine locations & functionality of the irrigation system, as no "AS BUILT" drawings can be located. The discovery exercise will be at 70\$ per hour per person plus materials. Thielen will then produce a report on findings with estimates and recommendations for repairs and servicing. Mark stated that once this is received this will lead to discussion on possible contract with Thielen in the future. Discussion on a time limit on the discovery exercise was addressed. Manager Stuhldreher will monitor the arrangement and take direction from the board. Mark will reach out to Randy for an anticipated schedule.

NEW BUSINESS - None

FINAL BOARD COMMENT: Kequom stated a new Vice Chairperson needs to be appointed, to think about nominations and do a vote. General discussion held on expanding the EDA district.

Meeting was adjourned by Chairman Kequom at 6:00 pm.

APPROVED BY

(Recorded by Amy Peak)

Secretary Chowdhary

08/10/2017 12:31 PM
 User: SHERRIE
 DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
 CHECK DATE FROM 07/19/2017 - 08/15/2017

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 248 EDDA CHECKING						
07/27/2017	248	26 (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 ST #A 4900 E PICKARD ST	52.19 31.23 32.95 27.92 23.25 30.92 23.38 41.12 23.25 46.48 71.37 67.30 23.11 55.81 36.07
						586.35
08/15/2017	248	3973	00450	M M I	PARK BENCH GROUND MAINT - JULY	516.85
08/15/2017	248	3974	01244	MOUNT PLEASANT AREA CVB	2017 PURE MICHIGAN PARTNERSHIP	5,000.00
08/15/2017	248	3975	00530	PLEASANT THYME HERB FARM	EDDA FLOWER BED, TREES AND SHRUB MAINT	2,590.00
08/15/2017	248	3976	00672	UNION TOWNSHIP FIRE FUND	PUBLIC SAFETY - FIRE PROTECTION EDDA	61,665.00
08/15/2017	248	3977	00640	WILSON LAWN CARE, INC	MAY 2017 MOWING & TRIMMING FREEWAY JUNE 2017 MOWING & TRIMMING FREEWAY JULY 2017 MOWING & TRIMMING FREEWAY	800.00 1,600.00 1,600.00
						4,000.00
248 TOTALS:						
Total of 6 Checks:						74,358.20
Less 0 Void Checks:						0.00
Total of 6 Disbursements:						74,358.20

08/10/2017 12:32 PM
User: SHERRIE
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
CHECK DATE FROM 07/19/2017 - 08/15/2017

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 250 WDDA CHECKING						
08/15/2017	250	217	00333	ISABELLA COUNTY ROAD COMMISSION	LINCOLN RD. BRIDGE - PROGRESS PMT #2	100,000.00
08/15/2017	250	218	00672	UNION TOWNSHIP FIRE FUND	PUBLIC SAFETY-FIRE PROTECTION	39,506.00
250 TOTALS:						
Total of 2 Checks:						139,506.00
Less 0 Void Checks:						0.00
Total of 2 Disbursements:						139,506.00

PERIOD ENDING 07/31/2017

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	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	2,143.16		2,000.00	2,000.00		1,860.58	93.03
248-000-445.000	INTEREST ON TAXES	0.00		0.00	0.00		1,029.32	100.00
248-000-665.000	INTEREST EARNED	1,076.67		1,000.00	1,000.00		1,514.01	151.40
248-000-671.000	OTHER REVENUE	101.09		200.00	200.00		67.55	33.78
Total Dept 000-NONE		429,704.66		428,450.00	428,450.00		446,464.62	104.20
TOTAL REVENUES		429,704.66		428,450.00	428,450.00		446,464.62	104.20
Expenditures								
Dept 000-NONE								
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	3,012.82		3,500.00	3,500.00		2,648.58	75.67
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	6,300.00		5,000.00	5,000.00		4,000.00	80.00
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	9,967.50		15,000.00	15,000.00		9,843.00	65.62
248-000-801.008	PURE MICHIGAN ADVERTISING	0.00		5,000.00	5,000.00		5,000.00	100.00
248-000-900.000	PUBLISHING & PUBLICATIONS	193.00		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	5,666.71		10,000.00	10,000.00		5,692.39	56.92
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		46,258.40		66,300.00	66,300.00		45,161.66	68.12
Dept 336-FIRE DEPARTMENT								
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	60,775.00		60,775.00	60,775.00		61,665.00	101.46
Total Dept 336-FIRE DEPARTMENT		60,775.00		60,775.00	60,775.00		61,665.00	101.46
TOTAL EXPENDITURES		107,033.40		127,075.00	127,075.00		106,826.66	84.07
Fund 248 - EDDA OPERATING:								
TOTAL REVENUES		429,704.66		428,450.00	428,450.00		446,464.62	104.20
TOTAL EXPENDITURES		107,033.40		127,075.00	127,075.00		106,826.66	84.07
NET OF REVENUES & EXPENDITURES		322,671.26		301,375.00	301,375.00		339,637.96	112.70

PERIOD ENDING 07/31/2017

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	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	333.99		300.00	300.00		279.02	93.01
250-000-445.000	INTEREST ON TAXES	0.00		0.00	0.00		219.52	100.00
250-000-665.000	INTEREST EARNED	929.02		1,500.00	1,500.00		917.49	61.17
Total Dept 000-NONE		450,587.76		458,050.00	458,050.00		496,014.69	108.29
TOTAL REVENUES		450,587.76		458,050.00	458,050.00		496,014.69	108.29
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		200,000.00	66.67
Total Dept 000-NONE		0.00		300,500.00	300,500.00		200,400.00	66.69
Dept 336-FIRE DEPARTMENT								
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	37,316.28		37,300.00	37,300.00		39,506.00	105.91
Total Dept 336-FIRE DEPARTMENT		37,316.28		37,300.00	37,300.00		39,506.00	105.91
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		257,316.28		602,800.00	602,800.00		499,906.00	82.93
Fund 250 - WDDA OPERATING:								
TOTAL REVENUES		450,587.76		458,050.00	458,050.00		496,014.69	108.29
TOTAL EXPENDITURES		257,316.28		602,800.00	602,800.00		499,906.00	82.93
NET OF REVENUES & EXPENDITURES		193,271.48		(144,750.00)	(144,750.00)		(3,891.31)	2.69

PERIOD ENDING 07/31/2017

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		44.40	50.00	50.00		29.96	59.92
Total Dept 000-NONE			44.40	50.00	50.00		29.96	59.92
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			229,970.15	265,050.00	265,050.00		260,029.96	98.11
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			229,970.15	265,050.00	265,050.00		260,029.96	98.11
TOTAL EXPENDITURES			250,000.00	265,000.00	265,000.00		265,000.00	100.00
NET OF REVENUES & EXPENDITURES			(20,029.85)	50.00	50.00		(4,970.04)	9,940.08
TOTAL REVENUES - ALL FUNDS								
			1,110,262.57	1,151,550.00	1,151,550.00		1,202,509.27	104.43
TOTAL EXPENDITURES - ALL FUNDS								
			614,349.68	994,875.00	994,875.00		871,732.66	87.62
NET OF REVENUES & EXPENDITURES			495,912.89	156,675.00	156,675.00		330,776.61	211.12

Fund 248 EDDA OPERATING

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	25,598.87
248-000-002.000	SAVINGS	1,148,636.37
Total Assets		1,174,235.24
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	73,771.85
Total Liabilities		73,771.85
*** 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		339,637.96
Ending Fund Balance		1,100,463.39
Total Liabilities And Fund Balance		1,174,235.24

Fund 250 WDDA OPERATING

GL Number	Description	Balance
*** Assets ***		
250-000-001.000	CASH	4,784.37
250-000-002.000	SAVINGS	978,372.15
250-000-002.001	SHARES	53.70
Total Assets		983,210.22
*** Liabilities ***		
250-000-202.000	ACCOUNTS PAYABLE	139,506.00
Total Liabilities		139,506.00
*** 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		(3,891.31)
Ending Fund Balance		843,704.22
Total Liabilities And Fund Balance		983,210.22

Fund 396 WDDA G/O DEBT SERVICE FUND

GL Number	Description	Balance
*** Assets ***		
396-000-001.000	CASH	3,928.41
Total Assets		3,928.41
*** Liabilities ***		
Total Liabilities		0.00
*** 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		(4,970.04)
Ending Fund Balance		3,928.41
Total Liabilities And Fund Balance		3,928.41



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