



Economic Development Authority Board (EDA)

Regular Meeting – Township Hall

Tuesday December 19, 2017

5:15 p.m.

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF REGULAR MEETING MINUTES OCTOBER 17, 2017
5. PUBLIC COMMENT
6. REPORTS
 - A. ACCOUNTS PAYABLE APPROVAL-OCTOBER
EAST DDA DISTRICT #248 - **CHECK REGISTER**
WEST DDA DISTRICT #250 - **NONE**
WEST DDA GO DEBT SERVICE #396 - **NONE**
 - B. ACCOUNTS PAYABLE APPROVAL - NOVEMBER
EAST DDA DISTRICT #248 - **CHECK REGISTER**
WEST DDA DISTRICT #250 - **NONE**
WEST DDA GO DEBT SERVICE #396 - **NONE**
 - C. OCTOBER FINANCIAL REPORTS: INCOME/EXPENSE STATEMENT; BALANCE SHEET
EAST DDA DISTRICT #248
WEST DDA DISTRICT #250
WEST DDA GO DEBT SERVICE #396
 - D. NOVEMBER FINANCIAL REPORTS: INCOME/EXPENSE STATEMENT; BALANCE SHEET
EAST DDA DISTRICT #248
WEST DDA DISTRICT #250
WEST DDA GO DEBT SERVICE #396
 - E. BOARD MEMBER EXPIRATION MATRIX
7. NEW BUSINESS
 - A. APPROVAL – 2018 EDA MEETING SCHEDULE

B. APPROVAL OF BUDGET AMENDMENT #2 EAST DDA FUND (248) AND RECOMMEND APPROVAL TO BOARD OF TRUSTEES

C. 2018 FESTIVAL OF BANNERS – APPROVAL TO PARTICIPATE

8. PENDING BUSINESS

9. ADJOURNMENT UNTIL NEXT REGULAR EDA MEETING: JANUARY 16, 2018

**Charter Township of Union
Economic Development Authority Board (EDA)
Regular Board Meeting
Tuesday October 17, 2017**

MINUTES

CALL TO ORDER

Chairman Kequom called to order EDA Board Meeting at 5:18 p.m.

ROLL CALL

Present: Kequom, Zalud, Johnson, Smith, Bacon, Gunning, Perry, Chowdhary, Barz

Excused:

Absent: Hunter, Figg,

Others Present: Mark Stuhldreher-Township Manager; Amy Peak-Building Dept. Clerk, Sherrie Teall-Finance Director, Pat Gaffney-Isabella County Road Commission.

APPROVAL OF AGENDA

MOTION by **Gunning** SUPPORTED by **Perry** to APPROVE the agenda as presented. MOTION CARRIED 9-0.

APPROVAL OF MINUTES

MOTION by **Barz** SUPPORTED by **Perry** to APPROVE minutes from the September 19, 2017 regular meeting as presented.

MOTION CARRIED 9-0.

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 \$12,043.53 as presented. MOTION CARRIED 9-0.

Manager Stuhldreher reviewed the accounts payable for the West DDA

MOTION by **Zalud** SUPPORTED by **Perry** to APPROVE the West DDA payables in the amount of \$100,000.00 as presented. MOTION CARRIED 9-0.

Manager Stuhldreher reviewed financial reports.

September financial reports were RECEIVED AND FILED by Chairman Kequom.

Board Member Expirations: Chairman Kequom asked for all to keep an eye on expiration dates and to inform Board if they need to look for new members.

NEW BUSINESS

Pat Gaffney Engineer with Isabella County Road Commission gave recap on Lincoln Rd Bridge Project. Project was completed within the time line for valid extensions due to seasonal weather limitations and high tide at the river. EDA is paid up to its dollar amount for this project.

Lincoln Rd – Broomfield to Bridge Project update – 2 grants have been secured for this project. Pat shared a preliminary drawing with the board. Scheduled to start mid-summer going in to the fall. Looking at options due to traffic control.

Pat Gaffney gave updates on upcoming Isabella Road Safety Improvements Project.

Chair Kequom appointed a EDA Projects Sub-Committee to include Tom Kequom, Ben Gunning, & Jim Zalud to meet with Mark and Kim with the Township to review possible projects for East and West DDA. Sub-Committee to meet before the next scheduled EDA meeting.

Manager Stuhldreher presented the FY 2018 Budget and Recommend approval to Board of Trustees

ACTION ITEM: MOTION by **Johnson** SUPPORTED by **Barz** to approve the FY 2018 budget for East and West EDA as presented and recommend approval to the Board of Trustees. MOTION CARRIED 9-0.

Manager Stuhldreher reminded board the Planning Commission is holding an Open House on October 24, 2017 5:00-6:30 at the Commission on Aging, regarding the 2017 Master Plan.

Reminder of the next scheduled EDA meeting on November 21, 2017.

Meeting was adjourned by Chairman Kequom at 6:16 p.m.

APPROVED BY

Secretary Chowdhary

(Recorded by Amy Peak)

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 248 EDDA CHECKING						
10/27/2017	248	29 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	1940 S ISABELLA RD 2027 FLORENCE ST 4923 E PICKARD ST 4675 E PICKARD ST 45920 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	63.34 44.85 44.43 34.00 24.09 39.89 24.09 54.16 24.09 55.69 101.39 96.11 24.09 63.66 58.38 <u>752.26</u>
11/20/2017	248	30 (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	63.97 57.05 46.22 35.15 24.09 41.11 24.22 56.42 24.09 65.98 111.13 99.99 24.09 58.23 56.52 <u>788.26</u>
11/21/2017	248	3996	00450	M M I	PARK BENCH GROUND MAINT-OCT 2017	269.50
11/21/2017	248	3997	00530	PLEASANT THYME HERB FARM	FALL CLEAN UP-PRUNE TREES & SHRUBS	1,452.50
11/21/2017	248	3998	00649	THIELEN TURF IRRIGATION, INC.	WINTERIZE IRRIGATION SYSTEM-OVERPASS WINTERIZE IRRIGATION SYSTEM-PICKARD TAPS	70.00 780.00 <u>850.00</u>
11/21/2017	248	3999	00640	WILSON LAWN CARE, INC	SEPT 2017-MOWING & TRIMMING FREEWAY OCT 2017-MOWING & TRIMMING FREEWAY NOV 2017-MOWING & TRIMMING	1,600.00 2,000.00 400.00 <u>4,000.00</u>
11/21/2017	248	4000	01343	HOMETOWN DECORATIONS & DISPLAY	INSTALL HOLIDAY DECORATIONS	<u>5,520.00</u>
248 TOTALS:						
Total of 7 Checks:						13,632.52
Less 0 Void Checks:						0.00
Total of 7 Disbursements:						<u>13,632.52</u>

PERIOD ENDING 10/31/2017

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	442,000.00		441,993.16	100.00
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	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	1,000.00		1,029.32	102.93
248-000-573.000	STATE AID REVENUE	0.00		0.00	50,000.00		0.00	0.00
248-000-665.000	INTEREST EARNED	1,614.91		1,000.00	6,300.00		4,851.46	77.01
248-000-671.000	OTHER REVENUE	101.09		200.00	200.00		67.55	33.78
Total Dept 000-NONE		430,242.90		428,450.00	496,250.00		449,802.07	90.64
TOTAL REVENUES		430,242.90		428,450.00	496,250.00		449,802.07	90.64
Expenditures								
Dept 000-NONE								
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	8,670.47		3,500.00	5,200.00		3,772.71	72.55
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	18,480.00		5,000.00	13,000.00		9,600.00	73.85
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	6,189.56		2,500.00	21,200.00		25,874.01	122.05
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	15,777.50		15,000.00	18,000.00		16,318.00	90.66
248-000-801.008	PURE MICHIGAN ADVERTISING	5,000.00		5,000.00	5,000.00		5,000.00	100.00
248-000-826.000	LEGAL FEES	465.00		0.00	500.00		0.00	0.00
248-000-900.000	PRINTING & PUBLISHING	193.00		200.00	250.00		246.78	98.71
248-000-914.000	LIABILITY	1,357.58		1,400.00	1,400.00		1,404.25	100.30
248-000-920.000	UTILITIES	7,667.32		10,000.00	10,500.00		7,714.94	73.48
248-000-920.100	WATER & SEWER QTR. BILLING	10,666.81		12,500.00	12,500.00		11,439.00	91.51
248-000-940.000	LEASE/RENT	687.50		700.00	700.00		550.00	78.57
248-000-976.200	DISTRICT PROJECTS	0.00		0.00	50,000.00		0.00	0.00
248-000-976.207	STREET LIGHT BANNERS	7,246.16		5,000.00	16,200.00		8,700.00	53.70
248-000-976.213	ENTERPRISE PARK STREET RESURFACE	384,405.04		0.00	0.00		0.00	0.00
Total Dept 000-NONE		471,980.94		66,300.00	159,950.00		90,994.69	56.89
Dept 336-FIRE DEPARTMENT								
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	60,775.00		60,775.00	61,600.00		61,665.00	100.11
Total Dept 336-FIRE DEPARTMENT		60,775.00		60,775.00	61,600.00		61,665.00	100.11
TOTAL EXPENDITURES		532,755.94		127,075.00	221,550.00		152,659.69	68.91
Fund 248 - EDDA OPERATING:								
TOTAL REVENUES		430,242.90		428,450.00	496,250.00		449,802.07	90.64
TOTAL EXPENDITURES		532,755.94		127,075.00	221,550.00		152,659.69	68.91
NET OF REVENUES & EXPENDITURES		(102,513.04)		301,375.00	274,700.00		297,142.38	108.17

PERIOD ENDING 10/31/2017

GL NUMBER	DESCRIPTION	YTD BALANCE		2017		YTD BALANCE		% BGD 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	494,600.00		494,598.66	100.00
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	0.00		0.00	0.00
250-000-420.000	DELQ PERSONAL PROPERTY CAPT	333.99		300.00	600.00		279.02	46.50
250-000-445.000	INTEREST ON TAXES	0.00		0.00	250.00		219.52	87.81
250-000-665.000	INTEREST EARNED	1,455.57		1,500.00	1,700.00		1,335.08	78.53
Total Dept 000-NONE		451,114.31		458,050.00	493,150.00		496,432.28	100.67
TOTAL REVENUES		451,114.31		458,050.00	493,150.00		496,432.28	100.67
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		300,000.00	100.00
Total Dept 000-NONE		0.00		300,500.00	300,500.00		300,400.00	99.97
Dept 336-FIRE DEPARTMENT								
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	37,316.28		37,300.00	39,500.00		39,506.00	100.02
Total Dept 336-FIRE DEPARTMENT		37,316.28		37,300.00	39,500.00		39,506.00	100.02
Dept 996-TRANSFER OUT								
250-996-999.396	TRANSFER OUT TO WDDA G/O DEBT SERVICE	220,000.00		265,000.00	260,000.00		260,000.00	100.00
Total Dept 996-TRANSFER OUT		220,000.00		265,000.00	260,000.00		260,000.00	100.00
TOTAL EXPENDITURES		257,316.28		602,800.00	600,000.00		599,906.00	99.98
Fund 250 - WDDA OPERATING:								
TOTAL REVENUES		451,114.31		458,050.00	493,150.00		496,432.28	100.67
TOTAL EXPENDITURES		257,316.28		602,800.00	600,000.00		599,906.00	99.98
NET OF REVENUES & EXPENDITURES		193,798.03		(144,750.00)	(106,850.00)		(103,473.72)	96.84

PERIOD ENDING 10/31/2017

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		47.16	50.00	30.00		31.02	103.40
Total Dept 000-NONE			47.16	50.00	30.00		31.02	103.40
Dept 961-TRANSFER IN								
396-961-699.250	TRANSFER IN FROM WDDA		220,000.00	265,000.00	260,000.00		260,000.00	100.00
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	260,000.00		260,000.00	100.00
TOTAL REVENUES			229,972.91	265,050.00	260,030.00		260,031.02	100.00
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
396-906-996.001	BOND - PAYING AGENT FEES		800.00	0.00	800.00		800.00	100.00
Total Dept 906-DEBT SERVICE			250,800.00	265,000.00	265,800.00		265,800.00	100.00
TOTAL EXPENDITURES			250,800.00	265,000.00	265,800.00		265,800.00	100.00
Fund 396 - WDDA G/O DEBT SERVICE FUND:								
TOTAL REVENUES			229,972.91	265,050.00	260,030.00		260,031.02	100.00
TOTAL EXPENDITURES			250,800.00	265,000.00	265,800.00		265,800.00	100.00
NET OF REVENUES & EXPENDITURES			(20,827.09)	50.00	(5,770.00)		(5,768.98)	99.98
TOTAL REVENUES - ALL FUNDS								
TOTAL REVENUES - ALL FUNDS			1,111,330.12	1,151,550.00	1,249,430.00		1,206,265.37	96.55
TOTAL EXPENDITURES - ALL FUNDS								
TOTAL EXPENDITURES - ALL FUNDS			1,040,872.22	994,875.00	1,087,350.00		1,018,365.69	93.66
NET OF REVENUES & EXPENDITURES			70,457.90	156,675.00	162,080.00		187,899.68	115.93

Fund 248 EDDA OPERATING

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	10,965.28
248-000-002.000	SAVINGS	1,051,967.55
248-000-123.000	PREPAID EXPENSES	1,206.98
Total Assets		1,064,139.81
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	6,172.00
Total Liabilities		6,172.00
*** 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		297,142.38
Ending Fund Balance		1,057,967.81
Total Liabilities And Fund Balance		1,064,139.81

Fund 250 WDDA OPERATING

GL Number	Description	Balance
*** Assets ***		
250-000-001.000	CASH	5,278.37
250-000-002.000	SAVINGS	738,789.74
250-000-002.001	SHARES	53.70
Total Assets		744,121.81
*** Liabilities ***		
Total Liabilities		0.00
*** 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		(103,473.72)
Ending Fund Balance		744,121.81
Total Liabilities And Fund Balance		744,121.81

Fund 396 WDDA G/O DEBT SERVICE FUND

GL Number	Description	Balance
*** Assets ***		
396-000-001.000	CASH	3,129.47
Total Assets		3,129.47
*** 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		(5,768.98)
Ending Fund Balance		3,129.47
Total Liabilities And Fund Balance		3,129.47

12/13/2017 03:30 PM
User: SHERRIE
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
CHECK DATE FROM 11/22/2017 - 12/19/2017

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 248 EDDA CHECKING						
12/19/2017	248	4001	00072	BLOCK ELECTRIC	REMOVE BANNERS FOR XMAS DECORATIONS	920.00
12/19/2017	248	4002	00450	M M I	PARK BENCH/GROUND MAINT-NOV 2017	296.45
248 TOTALS:						
Total of 2 Checks:						1,216.45
Less 0 Void Checks:						0.00
Total of 2 Disbursements:						1,216.45

User: SHERRIE

DB: Union

PERIOD ENDING 11/30/2017

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	442,000.00		441,993.16	100.00
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	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	1,000.00		1,029.32	102.93
248-000-573.000	STATE AID REVENUE	70,565.75		0.00	50,000.00		55,909.05	111.82
248-000-665.000	INTEREST EARNED	1,744.33		1,000.00	6,300.00		5,751.82	91.30
248-000-671.000	OTHER REVENUE	101.09		200.00	200.00		67.55	33.78
Total Dept 000-NONE		500,938.07		428,450.00	496,250.00		506,611.48	102.09
TOTAL REVENUES		500,938.07		428,450.00	496,250.00		506,611.48	102.09
Expenditures								
Dept 000-NONE								
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	9,064.15		3,500.00	5,200.00		4,069.16	78.25
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	18,480.00		5,000.00	13,000.00		10,000.00	76.92
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	6,259.56		2,500.00	21,200.00		25,874.01	122.05
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	16,880.00		15,000.00	18,000.00		16,318.00	90.66
248-000-801.008	PURE MICHIGAN ADVERTISING	5,000.00		5,000.00	5,000.00		5,000.00	100.00
248-000-826.000	LEGAL FEES	465.00		0.00	500.00		0.00	0.00
248-000-900.000	PRINTING & PUBLISHING	193.00		200.00	250.00		246.78	98.71
248-000-914.000	LIABILITY	1,357.58		1,400.00	1,400.00		1,404.25	100.30
248-000-920.000	UTILITIES	8,448.17		10,000.00	10,500.00		8,503.20	80.98
248-000-920.100	WATER & SEWER QTR. BILLING	10,666.81		12,500.00	12,500.00		11,439.00	91.51
248-000-940.000	LEASE/RENT	687.50		700.00	700.00		550.00	78.57
248-000-976.200	DISTRICT PROJECTS	0.00		0.00	50,000.00		0.00	0.00
248-000-976.207	STREET LIGHT BANNERS	13,516.16		5,000.00	16,200.00		15,140.00	93.46
248-000-976.213	ENTERPRISE PARK STREET RESURFACE	384,405.04		0.00	0.00		0.00	0.00
Total Dept 000-NONE		480,597.97		66,300.00	159,950.00		98,919.40	61.84
Dept 336-FIRE DEPARTMENT								
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	60,775.00		60,775.00	61,600.00		61,665.00	100.11
Total Dept 336-FIRE DEPARTMENT		60,775.00		60,775.00	61,600.00		61,665.00	100.11
TOTAL EXPENDITURES		541,372.97		127,075.00	221,550.00		160,584.40	72.48
Fund 248 - EDDA OPERATING:								
TOTAL REVENUES		500,938.07		428,450.00	496,250.00		506,611.48	102.09
TOTAL EXPENDITURES		541,372.97		127,075.00	221,550.00		160,584.40	72.48
NET OF REVENUES & EXPENDITURES		(40,434.90)		301,375.00	274,700.00		346,027.08	125.97

PERIOD ENDING 11/30/2017

GL NUMBER	DESCRIPTION	YTD BALANCE		2017		YTD BALANCE		% BGD 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	494,600.00	494,598.66		100.00
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	0.00	0.00		0.00
250-000-420.000	DELQ PERSONAL PROPERTY CAPT	333.99		300.00	600.00	279.02		46.50
250-000-445.000	INTEREST ON TAXES	0.00		0.00	250.00	219.52		87.81
250-000-573.000	STATE AID REVENUE	6,837.57		0.00	0.00	0.00		0.00
250-000-665.000	INTEREST EARNED	1,592.41		1,500.00	1,700.00	1,456.31		85.67
Total Dept 000-NONE		458,088.72		458,050.00	493,150.00	496,553.51		100.69
TOTAL REVENUES		458,088.72		458,050.00	493,150.00	496,553.51		100.69
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	300,000.00		100.00
Total Dept 000-NONE		0.00		300,500.00	300,500.00	300,400.00		99.97
Dept 336-FIRE DEPARTMENT								
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	37,316.28		37,300.00	39,500.00	39,506.00		100.02
Total Dept 336-FIRE DEPARTMENT		37,316.28		37,300.00	39,500.00	39,506.00		100.02
Dept 996-TRANSFER OUT								
250-996-999.396	TRANSFER OUT TO WDDA G/O DEBT SERVICE	220,000.00		265,000.00	260,000.00	260,000.00		100.00
Total Dept 996-TRANSFER OUT		220,000.00		265,000.00	260,000.00	260,000.00		100.00
TOTAL EXPENDITURES		257,316.28		602,800.00	600,000.00	599,906.00		99.98
Fund 250 - WDDA OPERATING:								
TOTAL REVENUES		458,088.72		458,050.00	493,150.00	496,553.51		100.69
TOTAL EXPENDITURES		257,316.28		602,800.00	600,000.00	599,906.00		99.98
NET OF REVENUES & EXPENDITURES		200,772.44		(144,750.00)	(106,850.00)	(103,352.49)		96.73

PERIOD ENDING 11/30/2017

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		48.01	50.00	30.00		31.32	104.40
Total Dept 000-NONE			48.01	50.00	30.00		31.32	104.40
Dept 961-TRANSFER IN								
396-961-699.250	TRANSFER IN FROM WDDA		220,000.00	265,000.00	260,000.00		260,000.00	100.00
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	260,000.00		260,000.00	100.00
TOTAL REVENUES			229,973.76	265,050.00	260,030.00		260,031.32	100.00
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
396-906-996.001	BOND - PAYING AGENT FEES		800.00	0.00	800.00		800.00	100.00
Total Dept 906-DEBT SERVICE			250,800.00	265,000.00	265,800.00		265,800.00	100.00
TOTAL EXPENDITURES			250,800.00	265,000.00	265,800.00		265,800.00	100.00
Fund 396 - WDDA G/O DEBT SERVICE FUND:								
TOTAL REVENUES			229,973.76	265,050.00	260,030.00		260,031.32	100.00
TOTAL EXPENDITURES			250,800.00	265,000.00	265,800.00		265,800.00	100.00
NET OF REVENUES & EXPENDITURES			(20,826.24)	50.00	(5,770.00)		(5,768.68)	99.98
TOTAL REVENUES - ALL FUNDS								
			1,189,000.55	1,151,550.00	1,249,430.00		1,263,196.31	101.10
TOTAL EXPENDITURES - ALL FUNDS								
			1,049,489.25	994,875.00	1,087,350.00		1,026,290.40	94.38
NET OF REVENUES & EXPENDITURES			139,511.30	156,675.00	162,080.00		236,905.91	146.17

Fund 248 EDDA OPERATING

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	4,086.29
248-000-002.000	SAVINGS	602,775.69
248-000-003.001	CERTIFICATE OF DEPOSIT	500,000.00
248-000-123.000	PREPAID EXPENSES	1,206.98
Total Assets		1,108,068.96
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	1,216.45
Total Liabilities		1,216.45
*** 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		346,027.08
Ending Fund Balance		1,106,852.51
Total Liabilities And Fund Balance		1,108,068.96

Fund 250 WDDA OPERATING

GL Number	Description	Balance
*** Assets ***		
250-000-001.000	CASH	5,278.37
250-000-002.000	SAVINGS	738,910.97
250-000-002.001	SHARES	53.70
Total Assets		744,243.04
*** Liabilities ***		
Total Liabilities		0.00
*** 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		(103,352.49)
Ending Fund Balance		744,243.04
Total Liabilities And Fund Balance		744,243.04

Fund 396 WDDA G/O DEBT SERVICE FUND

GL Number	Description	Balance
*** Assets ***		
396-000-001.000	CASH	3,129.77
Total Assets		3,129.77
*** 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		(5,768.68)
Ending Fund Balance		3,129.77
Total Liabilities And Fund Balance		3,129.77

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	Doug	LaBelle II	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
2	Lynn	Laskowsky	12/31/2021



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
Sidewalks and Pathways Prioritization Committee (2 year term)			
#	F Name	L Name	Expiration Date
1 BOT Representative	Phil	Mikus	7/26/2019
2 PC Representative	Denise	Webster	8/15/2018
3 Township Resident	Sherrie	Teall	8/15/2019
4 Township Resident			
5 Member at large	Barbara	Anderson	8/15/2019



REQUEST FOR TOWNSHIP BOARD ACTION

To: Economic Development Authority Board	DATE: November 13, 2017
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 11/21/2017
ACTION REQUESTED: Consider approval of the proposed EDA Board meeting schedule for the 2018 calendar year in accordance with the Open Meetings Act.	

Current Action X Emergency _____

Funds Budgeted: If Yes ___ Account #: _____ N/A: X

Finance Approval _____ *MDS* _____

BACKGROUND INFORMATION

The Open Meetings Act requires the EDA schedule and post the annual meeting schedule prior to the start of the calendar year.

SCOPE OF SERVICES

To set the 2018 EDA business meeting schedule.

JUSTIFICATION

Scheduling and noticing the annual meeting schedule alerts the citizens when EDA will be held. Additionally, adopting and posting the meeting schedule is required as part of the Open Meetings Act.

PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed by approving these Agreements (From Policy 1.0: Global Ends)

- Community well-being and common good
- Prosperity through economic diversity, cultural diversity, and social diversity
- Safety
- Health
- Natural environment
- Commerce

COSTS

Not applicable

PROJECT TIME TABLE

Not applicable

RESOLUTION

RESOLVED that the regular Economic Development Authority Board meeting dates for the 2018 calendar year through December 31, 2018, scheduled for 5:15p.m., on the third Tuesday of each month (except as noted in the schedule) at Union Township Hall located at 2010 S. Lincoln Road, Union Township, Michigan, are hereby established in accordance with the Open Meetings Act, being MCL15.261, et, Seq., and whereas these meetings are conducted and open to the public as per the attached schedule.

Resolved by _____ Seconded by _____

Yes:
No:
Absent:

EDA Chairperson

CHARTER TOWNSHIP OF UNION

Scheduled Meetings for 2018



BOARD OF TRUSTEES: *(Second and Fourth Wednesday of each Month)*

January 10	May 9	September 12
January 24	May 23	September 26
February 14	June 13	October 10
February 28	June 27	October 24
March 14	July 11	November 14
March 28	July 25	November 28
April 11	August 8	December 12
April 25	August 22	December 26

ZONING BOARD OF APPEALS: *(First Wednesday of each Month)*

January 3	April 4	July 10 (Tuesday)	October 3
February 7	May 2	August 1	November 7
March 7	June 6	September 5	December 5

PLANNING COMMISSION: *(Third Tuesday of each Month)*

January 16	April 17	July 17	October 16
February 20	May 15	August 21	November 20
March 20	June 19	September 18	December 18

JOINT MEETING DATE: *(Board of Trustees, ZBA, Planning Commission, EDA, and Sustainability Committee)*

August 29 7:00pm

EDA *(Third Tuesday of each Month)* All meetings begin at 5:15p.m.

January 16	April 17	July 17	October 16
February 20	May 15	August 21	November 20
March 20	June 19	September 18	December 18

SUSTAINABILITY *(Second Tuesday of the Month, Meets Quarterly)* All meetings begin at 4:00p.m.

January 8	April 9	July 19	October 9
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All of the above meetings are to be held at the Union Township Hall, 2010 S. Lincoln Road. All meetings except for the Board of Review, EDA, and Sustainability Committee begin at 7:00 p.m. Minutes and Agendas may be obtained at the Township Hall, during regular business hours. Phone 989-772-4600.



REQUEST FOR EDA ACTION

To: Economic Development Authority	DATE: November 16, 2017
FROM: Mark Stuhldreher, Township Manager	DATE FOR EDA CONSIDERATION: 11/21/17
ACTION REQUESTED: Authority approval of the FY 2017 mid-year Budget Amendment No. 2 for the East DDA fund	

Current Action X Emergency

Funds Budgeted: If Yes Account # No N/A X

Finance Approval MDS

BACKGROUND INFORMATION

It is recommended that the FY 2017 budget be amended by the Authority per the attached for the EDDA fund. Detailed changes to the respective accounts are attached. A brief description of the significant amendments follows.

East DDA Fund

- Lawn cutting expenses are being reduced by \$2k to reflect actual expenses.
- Irrigation expenses are being increased by \$4.8k to reflect actual expenses now that the repair project is complete.
- Fire protection expenses are being increased by .1K to reflect the actual payments to the City of Mt Pleasant for contracted fire protection services.
- The resulting net impact of the budget amendment is to decrease projected year end fund balance by \$2.9k compared to the amended budget.

SCOPE OF SERVICES

Not applicable

JUSTIFICATION

Budget amendments are required under the Uniform Budget Act when it is known or anticipated that revenue and/or expenses are likely to differ from the originally adopted budget. Sound financial management practices also dictate that the budget be amended in order to understand the current state of Township finances so that any necessary adjustments in operations can be considered.

PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed in these budget amendments (From Policy 1.0: Global End)

- Community well-being and common good
- Prosperity through economic diversity, cultural diversity , and social diversity
- Safety

- Health
- Natural environment
- Commerce

COSTS

Not applicable

PROJECT TIME TABLE

Respective budgets will be updated in the accounting system as soon as practical following approval by the Authority.

RESOLUTION

Authorization is hereby given to amend the FY 2017 budget for the East DDA fund per the attached.

Resolved by _____ Seconded by _____

- Yes:
- No:
- Absent:

EDA Chairperson

Charter Township of Union
248-East Downtown Development Fund
2017 Proposed Budget Amendment #2

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2016	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	YTD BALANCE 10/31/2017	2017 PROPOSED AMENDED BUDGET	2017 PROPOSED BUDGET AMENDMENT
Revenues							
Dept 000-NONE							
248-000-402.000	CURRENT PROPERTY TAX	426,383.74	430,000.00	442,000.00	441,993.16	442,000.00	0.00
248-000-402.001	PROPERTY TAX REFUNDS-MTT	(1,872.89)	(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00
248-000-402.100	PRIOR YEARS PROPERTY TAXES	0.00	250.00	(250.00)	0.00	(250.00)	0.00
248-000-420.000	DELQ PERSONAL PROPERTY CAPT	2,149.37	2,000.00	2,000.00	1,860.58	2,000.00	0.00
248-000-445.000	INTEREST ON TAXES	0.00	0.00	1,000.00	1,029.32	1,000.00	0.00
248-000-573.000	STATE AID REVENUE	70,565.75	0.00	50,000.00	0.00	50,000.00	0.00
248-000-665.000	INTEREST EARNED	1,883.75	1,000.00	6,300.00	3,755.00	6,300.00	0.00
248-000-671.000	OTHER REVENUE	101.09	200.00	200.00	67.55	200.00	0.00
Total Dept 000-NONE		499,210.81	428,450.00	496,250.00	448,705.61	496,250.00	0.00
TOTAL REVENUES		499,210.81	428,450.00	496,250.00	448,705.61	496,250.00	0.00
Expenditures							
Dept 000-NONE							
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	9,710.96	3,500.00	5,200.00	3,503.21	5,200.00	0.00
248-000-801.003	SIDEWALK SNOWPLOWING	7,650.00	5,500.00	5,500.00	375.00	5,500.00	0.00
248-000-801.004	EDDA RIGHT OF WAY LAWN MOWING	18,480.00	5,000.00	13,000.00	6,000.00	11,000.00	(2,000.00)
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	6,259.56	2,500.00	21,200.00	25,024.01	26,000.00	4,800.00
*Increased Budget based on Actual YTD numbers							
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	16,880.00	15,000.00	18,000.00	14,865.50	18,000.00	0.00
248-000-801.008	PURE MICHIGAN ADVERTISING	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	0.00
248-000-826.000	LEGAL FEES	465.00	0.00	500.00	0.00	500.00	0.00
248-000-900.000	PRINTING & PUBLISHING	193.00	200.00	250.00	246.78	250.00	0.00
248-000-914.000	LIABILITY	1,357.58	1,400.00	1,400.00	1,404.25	1,400.00	0.00
248-000-920.000	UTILITIES	10,070.70	10,000.00	10,500.00	7,714.94	10,500.00	0.00
248-000-920.100	WATER & SEWER QTR. BILLING	10,666.81	12,500.00	12,500.00	11,439.00	12,500.00	0.00
248-000-940.000	LEASE/RENT	687.50	700.00	700.00	550.00	700.00	0.00

**Charter Township of Union
248-East Downtown Development Fund
2017 Proposed Budget Amendment #2**

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2016	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	YTD BALANCE 10/31/2017	2017 PROPOSED AMENDED BUDGET	2017 PROPOSED BUDGET AMENDMENT
248-000-976.200	DISTRICT PROJECTS	75,012.00	0.00	50,000.00	0.00	50,000.00	0.00
248-000-976.207	STREET LIGHT BANNERS	13,516.16	5,000.00	16,200.00	8,700.00	16,200.00	0.00
248-000-976.213	ENTERPRISE PARK STREET RESURFACE	384,405.04	0.00	0.00	0.00	0.00	0.00
Total Dept 000-NONE		560,354.31	66,300.00	159,950.00	84,822.69	162,750.00	2,800.00
Dept 336-FIRE DEPARTMENT							
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	60,775.00	60,775.00	61,600.00	61,665.00	61,700.00	100.00
*Increased Budget based on Actual YTD numbers							
Total Dept 336-FIRE DEPARTMENT		60,775.00	60,775.00	61,600.00	61,665.00	61,700.00	100.00
TOTAL EXPENDITURES		621,129.31	127,075.00	221,550.00	146,487.69	224,450.00	2,900.00
Fund 248 - EDDA OPERATING:							
TOTAL REVENUES		499,210.81	428,450.00	496,250.00	448,705.61	496,250.00	0.00
TOTAL EXPENDITURES		621,129.31	127,075.00	221,550.00	146,487.69	224,450.00	2,900.00
NET OF REVENUES & EXPENDITURES		(121,918.50)	301,375.00	274,700.00	302,217.92	271,800.00	(2,900.00)
BEGINNING FUND BALANCE		882,744.00	760,825.00	760,825.00	760,825.00	760,825.00	0.00
ENDING FUND BALANCE		760,825.50	1,062,200.00	1,035,525.00	1,063,042.92	1,032,625.00	



REQUEST FOR EDA BOARD ACTION

To: EDA Board	DATE: December 19, 2017
FROM: Mark Stuhldreher, Township Manager	DATE FOR BOARD CONSIDERATION: 12/19/17
ACTION REQUESTED: Board approval to participate in the 2018 Festival of Banners event and to include Township Logo on back of banners as event participant.	

Current Action Emergency

Funds Budgeted: If Yes Account # 248-000-976.207 No N/A

Finance Approval MDS

BACKGROUND INFORMATION

Inaugurated in 2009, the Festival of Banners was created as a signature event designed to bring attention and visitors to Isabella County, thereby increasing participation in local events. Major event participants include: Art Reach of Mid-Michigan, City of Mt. Pleasant, Union Township and the Village of Shepherd, with event locations in downtown Mt. Pleasant, CMU campus, Union Township and Shepherd. In recognition, names of event participants will be placed on the back of banners.

SCOPE OF SERVICES

Art Reach of Mid-Michigan will coordinate the effort to purchase and create (78) banners to be placed on Pickard Street within the East Downtown Development District.

JUSTIFICATION

To encourage economic growth within the district by creating an attractive streetscape which in turn will increase tourism and economic activity as called for in the Development Plan.

PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed with the adoption of these budgets (From Policy 1.0: Global End)

- Community well-being and common good
- Prosperity through economic diversity, cultural diversity , and social diversity
- Commerce

COSTS

\$4,500

PROJECT TIME TABLE

May 2018 - November 2018

RESOLUTION

Authorization is hereby given to participate in the 2018 Festival of Banners event via the purchase, creation, installation and removal of 78 banners along Pickard Street at a cost of \$4,500.

Resolved by _____ Seconded by _____

Yes:
No:
Absent:

EDA Chairperson