



Economic Development Authority Board (EDA)

Regular Meeting – Township Hall

Tuesday January 16, 2018

5:15 p.m.

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF REGULAR MEETING MINUTES DECEMBER 19, 2017
5. PUBLIC COMMENT
6. REPORTS
 - A. ACCOUNTS PAYABLE APPROVAL – DECEMBER
EAST DDA DISTRICT #248 – **CHECK REGISTER**
WEST DDA DISTRICT #250 - **NONE**
WEST DDA GO DEBT SERVICE #396 - **NONE**
 - B. DECEMBER FINANCIAL REPORTS: INCOME/EXPENSE STATEMENT; BALANCE SHEET
EAST DDA DISTRICT #248
WEST DDA 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: FEBRUARY 20, 2018

**Charter Township of Union
Economic Development Authority Board (EDA)
Regular Board Meeting
Tuesday December 19, 2017**

MINUTES

CALL TO ORDER

Chairman Kequom called to order EDA Board Meeting at 5:19 p.m.

ROLL CALL

Present: Kequom, Zalud, Johnson, Smith, Bacon, Gunning (5:22), Barz, Figg

Excused: Perry, Hunter, Chowdhary

Absent:

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

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

MOTION by **Johnson** SUPPORTED by **Bacon** to APPROVE minutes from the October 17, 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 **Barz** SUPPORTED by **Zalud** to APPROVE the East DDA October payables in the amount of \$13,632.52 as presented. MOTIONED CARRIED 8-0

MOTION by **Zalud** SUPPORTED by **Figg** to APPROVE the East DDA November payables in the amount of \$1,216.45 as presented. MOTION CARRIED 8-0.

Manager Stuhldreher reviewed financial reports.

October and November financial reports were RECEIVED AND FILED by Chairman Kequom.

Manager Stuhldreher stated there is a resignation for EDA as of 3/26/2018 that needs to be filled. Need to follow up with Board Member Chowdhary to see if he has any interest in a reappointment and see if his application is on file as his term expires 1/20/2018. Also stated there are openings coming up for the ZBA.

NEW BUSINESS

ACTION ITEMS:

- A. Approval – 2018 EDA Meeting Schedule. MOTION by **Gunning** SUPPORT by **Zalud** to APPROVE. CARRIED 8-0.
- B. Approval - Budget Amendment #2 East DDA Fund (#248) and recommend approval to Board of Trustees. MOTION by **Bacon** SUPPORT by **Figg** to APPROVE. CARRIED 8-0.
- C. 2018 Festival of Banners - Approval to participate. MOTION by **Gunning** to approve to participate in 2018 Festival of Banners to include Township logo on the back of banners as event participant, SUPPORT by **Smith** to APPROVE. CARRIED 8-0.

GENERAL DISCUSSION:

- Banners and previous banner program and available space for banners Feb-Apr
- Manager Stuhldreher gave update on EDA Projects Sub-Committee stating they are developing a project list for both East and West DDA with sections on roads, sewer, sidewalk etc. The sub-committee has begun the process and they are prioritizing and developing cost figures. Sub-Committee will be meeting again and will then make a recommendation to Board.
- Holiday lighting along Pickard, unlit holiday decoration in front of Celebration Cinema on Isabella Rd.

Reminder of the next scheduled EDA meeting on January 16, 2018.

Meeting was adjourned by Chairman Kequom at 6:01 p.m.

APPROVED BY

Secretary Chowdhary

(Recorded by Amy Peak)

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 248 EDDA CHECKING						
12/26/2017	248	31 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	1940 S ISABELLA RD	109.05
					2027 FLORENCE ST	129.67
					4923 E PICKARD ST	91.52
					4675 E PICKARD ST	69.43
					4592 E PICKARD ST #B	24.01
					4592 E PICKARD ST #A	75.27
					5771 E PICKARD RD #B	24.12
					5771 E PICKARD RD #A	155.22
					5770 E PICKARD ST #B	24.12
					5770 E PICKARD ST #A	172.76
					5325 E PICKARD ST	187.50
					2029 2ND ST	155.76
					5157 E PICKARD ST #B	24.01
					5157 E PICKARD ST #A	110.58
					4900 E PICKARD ST	126.08
						<u>1,479.10</u>
01/16/2018	248	4003	00722	CHARTER TOWNSHIP OF UNION	5662 E PICKARD - Q4 UTILITY BILLING	297.44 V
					4858 E PICKARD - Q4 UTILITY BILLING	375.84 V
					4929 E PICKARD - Q4 UTILITY BILLING	521.12 V
					5655 E PICKARD - Q4 UTILITY BILLING	364.52 V
						<u>1,558.92</u>
01/16/2018	248	4004	00188	DOUG'S SMALL ENGINE	PLOW SIDEWALKS-DEC 2017	1,700.00 V
01/16/2018	248	4005	00450	M M I	PARK BENCH/GROUND MAINT - DEC 2017	242.55
01/16/2018	248	4006	01438	PATTERSON PLUMBING SERVICE INC.	TEST BACKFLOW ASSEMBLIES - EDDA	527.50
01/16/2018	248	4007	00722	CHARTER TOWNSHIP OF UNION	5662 E PICKARD - Q4 UTILITY BILLING	297.44
					4858 E PICKARD - Q4 UTILITY BILLING	375.84
					4929 E PICKARD - Q4 UTILITY BILLING	521.12
					5655 E PICKARD - Q4 UTILITY BILLING	364.52
						<u>1,558.92</u>
01/16/2018	248	4008	00188	DOUG'S SMALL ENGINE	PLOW SIDEWALKS-DEC 2017	<u>1,700.00</u>
248 TOTALS:						
Total of 7 Checks:						8,766.99
Less 2 Void Checks:						<u>3,258.92</u>
Total of 5 Disbursements:						<u>5,508.07</u>

User: SHERRIE

DB: Union

PERIOD ENDING 12/31/2017

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	(1,872.89)		(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	2,149.37		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	1,883.75		1,000.00	6,300.00		7,086.94	112.49
248-000-671.000	OTHER REVENUE	101.09		200.00	200.00		67.55	33.78
Total Dept 000 - NONE		499,210.81		428,450.00	496,250.00		507,946.60	102.36
TOTAL REVENUES		499,210.81		428,450.00	496,250.00		507,946.60	102.36
Expenditures								
Dept 000 - NONE								
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	9,710.96		3,500.00	5,200.00		4,311.71	82.92
248-000-801.003	SIDEWALK SNOWPLOWING	7,650.00		5,500.00	5,500.00		2,075.00	37.73
248-000-801.004	EDDA RIGHT OF WAY LAWN MOWING	18,480.00		5,000.00	11,000.00		10,000.00	90.91
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	6,259.56		2,500.00	26,000.00		26,401.51	101.54
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	10,070.70		10,000.00	10,500.00		9,982.30	95.07
248-000-920.100	WATER & SEWER QTR. BILLING	10,666.81		12,500.00	12,500.00		12,997.92	103.98
248-000-940.000	LEASE/RENT	687.50		700.00	700.00		550.00	78.57
248-000-976.200	DISTRICT PROJECTS	75,012.00		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		560,354.31		66,300.00	162,750.00		104,427.47	64.16
Dept 336 - FIRE DEPARTMENT								
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	60,775.00		60,775.00	61,700.00		61,665.00	99.94
Total Dept 336 - FIRE DEPARTMENT		60,775.00		60,775.00	61,700.00		61,665.00	99.94
TOTAL EXPENDITURES		621,129.31		127,075.00	224,450.00		166,092.47	74.00
Fund 248 - EDDA OPERATING:								
TOTAL REVENUES		499,210.81		428,450.00	496,250.00		507,946.60	102.36
TOTAL EXPENDITURES		621,129.31		127,075.00	224,450.00		166,092.47	74.00
NET OF REVENUES & EXPENDITURES		(121,918.50)		301,375.00	271,800.00		341,854.13	125.77

PERIOD ENDING 12/31/2017

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	641.12		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	1,734.91		1,500.00	1,700.00		1,581.61	93.04
Total Dept 000 - NONE		458,538.35		458,050.00	493,150.00		496,678.81	100.72
TOTAL REVENUES		458,538.35		458,050.00	493,150.00		496,678.81	100.72
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		458,538.35		458,050.00	493,150.00		496,678.81	100.72
TOTAL EXPENDITURES		257,316.28		602,800.00	600,000.00		599,906.00	99.98
NET OF REVENUES & EXPENDITURES		201,222.07		(144,750.00)	(106,850.00)		(103,227.19)	96.61

PERIOD ENDING 12/31/2017

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		48.88	50.00	30.00		31.63	105.43
Total Dept 000 - NONE			48.88	50.00	30.00		31.63	105.43
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			229,974.63	265,050.00	260,030.00		260,031.63	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			229,974.63	265,050.00	260,030.00		260,031.63	100.00
TOTAL EXPENDITURES			250,800.00	265,000.00	265,800.00		265,800.00	100.00
NET OF REVENUES & EXPENDITURES			(20,825.37)	50.00	(5,770.00)		(5,768.37)	99.97
TOTAL REVENUES - ALL FUNDS								
TOTAL REVENUES - ALL FUNDS			1,187,723.79	1,151,550.00	1,249,430.00		1,264,657.04	101.22
TOTAL EXPENDITURES - ALL FUNDS								
TOTAL EXPENDITURES - ALL FUNDS			1,129,245.59	994,875.00	1,090,250.00		1,031,798.47	94.64
NET OF REVENUES & EXPENDITURES			58,478.20	156,675.00	159,180.00		232,858.57	146.29

Fund 248 EDDA OPERATING

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	1,391.26
248-000-002.000	SAVINGS	603,374.67
248-000-003.001	CERTIFICATE OF DEPOSIT	500,735.62
248-000-123.000	PREPAID EXPENSES	1,206.98
Total Assets		1,106,708.53
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	4,028.97
Total Liabilities		4,028.97
*** 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		341,854.13
Ending Fund Balance		1,102,679.56
Total Liabilities And Fund Balance		1,106,708.53

Fund 250 WDDA OPERATING

GL Number	Description	Balance
*** Assets ***		
250-000-001.000	CASH	5,278.37
250-000-002.000	SAVINGS	739,036.27
250-000-002.001	SHARES	53.70
Total Assets		744,368.34
*** 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		(103,227.19)
Ending Fund Balance		744,368.34
Total Liabilities And Fund Balance		744,368.34

Fund 396 WDDA G/O DEBT SERVICE FUND

GL Number	Description	Balance
*** Assets ***		
396-000-001.000	CASH	3,130.08
Total Assets		3,130.08
*** 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		(5,768.37)
Ending Fund Balance		3,130.08
Total Liabilities And Fund Balance		3,130.08

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