



**Economic Development Authority Board (EDA)**

**Regular Meeting – Township Hall**

**Tuesday May 15, 2018**

**5:15 p.m.**

**AGENDA**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF REGULAR MEETING MINUTES APRIL 17, 2018
5. PUBLIC COMMENT
6. REPORTS
  - A. ACCOUNTS PAYABLE APPROVAL – APRIL  
EAST DDA DISTRICT #248 – **CHECK REGISTER**  
WEST DDA DISTRICT #250 - **NONE**  
WEST DDA GO DEBT SERVICE #396 - **NONE**
  - B. APRIL 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: JUNE 19, 2018

**Charter Township of Union  
Economic Development Authority Board (EDA)  
Regular Board Meeting  
Tuesday April 17, 2018**

**MINUTES**

**CALL TO ORDER**

Chairman Kequom called to order EDA Board Meeting at 5:21 p.m.

**ROLL CALL**

Present: Bacon, Barz, Chowdhary Hunter, Kequom, Gunning, Figg

Excused: Johnson, Zalud

Absent: Smith

Others Present: Mark Stuhldreher – Township Manager, Sherrie Teall – Finance Director, Kim Smith – Public Works Coordinator  
Jennifer Loveberry for Amy Peak

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

MOTION by **Gunning** SUPPORTED by **Chowdhary** to APPROVE minutes from the March 20, 2018 regular meeting as presented.  
MOTION CARRIED 7-0. (no correction needed as minutes reflect Barz was excused and not present from March 20, 2018 meeting)

**PUBLIC COMMENT** – 5:23 p.m.

Richard Figg, 1239 E. Broomfield Rd. – Questioned the EDA Board regarding any future project for the WDDA regarding sewer installation along Lincoln Rd.

Chair Kequom made a comment regarding EDA projects.

**PRESENTATION**

**REPORTS**

Township Manager Stuhldreher reported that Mr. Figg has a meeting scheduled with Staff regarding his questions.

**ACCOUNTS PAYABLE/ FINANCIAL STATEMENTS**

Township Manager Stuhldreher reviewed the accounts payable for the East DDA.

MOTION by **Gunning** SUPPORTED by **Figg** to APPROVE the East DDA payables 03/26/2018 – 04/17/2018 in the amount of \$5,531.05 as presented. MOTIONED CARRIED 7-0.

Township Manager Stuhldreher reviewed financial reports.

March Financial reports were RECEIVED AND FILED by Chairman Kequom.

**NEW BUSINESS**

- A. MOTION by **Barz** SUPPORTED by **Figg** to APPROVE the Engineering & Construction Services Contract to Gordie Fraser in the amount of \$55,000 for the installation of 12” water main extension. MOTION CARRIED 7-0.
- B. MOTION by **Gunning** SUPPORTED by **Bacon** to APPROVE the Engineering & Construction Contract to Gordie Fraser in the amount of \$80,100 for the replacement of Pump Station #1 located on Enterprise Drive. MOTION CARRIED 7-0.
- C. MOTION by **Barz** SUPPORTED by **Chowdhary** to APPROVE the Engineering & Construction Contract to Gourdie Fraser in the amount of \$48,200 for the upgrade/rehabilitation of Pump Station #14 located on May Street. MOTION CARRIED 7-0.
- D. MOTION by **Gunning** SUPPORTED by **Hunter** to APPROVE the budget amendment to the East DDA fund in the amount of \$510,000 and West DDA fund in the amount of \$390,000 in support of the water, sewer, road and sidewalk projects and recommend to the Township Board of Trustees that they approve the amendment. MOTION CARRIED 7-0.

**PENDING BUSINESS**

- A. HOLIDAY DECORATION CONTRACT MOTION by **BACON** SUPPORTED by **BARZ** to approve the agreement with Hometown Decoration and Display, LLC, to provide holiday decorations, display equipment, materials and installation along Pickard Rd. within the boundaries of the East Downtown Development District. MOTION CARRIED 6-1.

**GENERAL DISCUSSION:**

EDA Board requested that a press release by Administration go out stating all of the approved projects from at the April 17, 2018 EDA meeting.

Township Manager Stuhldreher updated the EDA on the following: Sidewalk/Pathway Prioritization Committee updates, Road Commission projects, fire service contract with City of Mt. Pleasant is up for renewal, and fire millage renewal update.

EDA Board requested discussion of a purchasing policy on the May Agenda.

Reminder of the next scheduled EDA meeting on May 15, 2018.

Meeting was adjourned by Chairman Kequom at 6:47 p.m.

**APPROVED BY**

\_\_\_\_\_  
**Secretary Chowdhary**

(Recorded by Jennifer Loveberry)

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 248 EDDA CHECKING						
04/20/2018	248	35 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	1940 S ISABELLA RD	44.15
					2027 FLORENCE ST	37.99
					4923 E PICKARD	43.03
					4675 E PICKARD	34.82
					4592 E PICKARD #B	24.92
					4592 E PICKARD #A	43.84
					5771 E PICKARD #B	25.05
					5771 E PICKARD #A	51.46
					5770 E PICKARD #B	24.92
					5770 E PICKARD #A	68.75
					5325 E PICKARD	62.56
					2029 2ND	61.67
					5157 E PICKARD #B	24.92
					5157 E PICKARD #A	34.50
					4900 E PICKARD	39.34
						<u>621.92</u>
05/15/2018	248	4022	00072	BLOCK ELECTRIC	INSTALL BANNERS	<u>100.50</u>

248 TOTALS:

Total of 2 Disbursements:

722.42

PERIOD ENDING 04/30/2018

GL NUMBER	DESCRIPTION	YTD BALANCE	2018		YTD BALANCE	% BDGT USED
		04/30/2017	ORIGINAL BUDGET	2018 AMENDED BUDGET	04/30/2018	
		NORMAL (ABNORMAL)			NORMAL (ABNORMAL)	
Fund 248 - EDDA OPERATING						
Revenues						
Dept 000 - NONE						
248-000-402.000	CURRENT PROPERTY TAX	0.00	387,500.00	387,500.00	0.00	0.00
248-000-402.001	PROPERTY TAX REFUNDS-MTT	0.00	(4,000.00)	(4,000.00)	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	420.88	2,000.00	2,000.00	0.00	0.00
248-000-445.000	INTEREST ON TAXES	0.00	500.00	500.00	0.00	0.00
248-000-573.000	STATE AID REVENUE-LCSA	0.00	30,000.00	30,000.00	0.00	0.00
248-000-665.000	INTEREST EARNED	489.64	6,300.00	6,300.00	5,130.76	81.44
248-000-671.000	OTHER REVENUE	0.00	100.00	100.00	0.00	0.00
Total Dept 000 - NONE		910.52	422,150.00	422,150.00	5,130.76	1.22
TOTAL REVENUES		910.52	422,150.00	422,150.00	5,130.76	1.22
Expenditures						
Dept 000 - NONE						
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	768.09	5,570.00	5,570.00	592.90	10.64
248-000-801.003	SIDEWALK SNOWPLOWING	375.00	5,500.00	5,500.00	2,350.00	42.73
248-000-801.004	RIGHT OF WAY LAWN MOWING	0.00	13,000.00	13,000.00	0.00	0.00
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	0.00	11,200.00	11,200.00	3,163.37	28.24
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	0.00	18,000.00	18,000.00	0.00	0.00
248-000-801.015	STREET LIGHT BANNERS/CHRISTMAS	4,500.00	23,600.00	23,600.00	190.50	0.81
248-000-826.000	LEGAL FEES	0.00	500.00	500.00	0.00	0.00
248-000-880.000	COMMUNITY PROMOTION	0.00	5,000.00	5,000.00	5,000.00	100.00
248-000-900.000	PRINTING & PUBLISHING	246.78	250.00	250.00	0.00	0.00
248-000-917.000	WATER & SEWER QTR. BILLING	0.00	12,500.00	12,500.00	0.00	0.00
248-000-920.000	ELECTRIC/NATURAL GAS	3,819.25	10,500.00	10,500.00	3,651.17	34.77
248-000-935.000	PROPERTY/LIABILITY INSURANCE	1,162.85	1,400.00	1,400.00	1,206.98	86.21
248-000-940.000	LEASE/RENT	550.00	700.00	700.00	0.00	0.00
248-000-967.000	PROJECTS	0.00	150,000.00	150,000.00	0.00	0.00
Total Dept 000 - NONE		11,421.97	257,720.00	257,720.00	16,154.92	6.27
Dept 336 - FIRE DEPARTMENT						
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	0.00	61,600.00	61,600.00	0.00	0.00
Total Dept 336 - FIRE DEPARTMENT		0.00	61,600.00	61,600.00	0.00	0.00
Dept 728 - ECONOMIC DEVELOPMENT						
248-728-967.200	WATER SYSTEM PROJECTS	0.00	0.00	135,000.00	0.00	0.00
248-728-967.300	SEWER SYSTEM PROJECTS	0.00	0.00	215,000.00	0.00	0.00
248-728-967.400	STREET/ROAD PROJECTS	0.00	0.00	160,000.00	0.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		0.00	0.00	510,000.00	0.00	0.00
TOTAL EXPENDITURES		11,421.97	319,320.00	829,320.00	16,154.92	1.95
Fund 248 - EDDA OPERATING:						
TOTAL REVENUES		910.52	422,150.00	422,150.00	5,130.76	1.22

User: SHERRIE

DB: Union

PERIOD ENDING 04/30/2018

GL NUMBER	DESCRIPTION	YTD BALANCE 04/30/2017		2018		YTD BALANCE 04/30/2018		% BDT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2018 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 248 - EDDA OPERATING								
TOTAL EXPENDITURES			11,421.97	319,320.00	829,320.00		16,154.92	1.95
NET OF REVENUES & EXPENDITURES			(10,511.45)	102,830.00	(407,170.00)		(11,024.16)	2.71

User: SHERRIE

DB: Union

PERIOD ENDING 04/30/2018

GL NUMBER	DESCRIPTION	YTD BALANCE	2018		YTD BALANCE	% BDGT USED
		04/30/2017	ORIGINAL BUDGET	2018 AMENDED BUDGET	04/30/2018	
		NORMAL (ABNORMAL)			NORMAL (ABNORMAL)	
Fund 250 - WDDA OPERATING						
Revenues						
Dept 000 - NONE						
250-000-402.000	CURRENT PROPERTY TAX	0.00	490,000.00	490,000.00	0.00	0.00
250-000-402.001	PROPERTY TAX REFUNDS-MTT	0.00	(4,000.00)	(4,000.00)	0.00	0.00
250-000-420.000	DELQ PERSONAL PROPERTY CAPT	0.00	600.00	600.00	0.00	0.00
250-000-445.000	INTEREST ON TAXES	0.00	250.00	250.00	0.00	0.00
250-000-665.000	INTEREST EARNED	552.95	1,700.00	1,700.00	485.24	28.54
Total Dept 000 - NONE		552.95	488,550.00	488,550.00	485.24	0.10
TOTAL REVENUES		552.95	488,550.00	488,550.00	485.24	0.10
Expenditures						
Dept 000 - NONE						
250-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	0.00	870.00	870.00	0.00	0.00
250-000-967.000	PROJECTS	0.00	150,000.00	150,000.00	0.00	0.00
250-000-967.400	STREET/ROAD PROJECTS	0.00	0.00	170,000.00	0.00	0.00
Total Dept 000 - NONE		0.00	150,870.00	320,870.00	0.00	0.00
Dept 336 - FIRE DEPARTMENT						
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	0.00	39,500.00	39,500.00	0.00	0.00
Total Dept 336 - FIRE DEPARTMENT		0.00	39,500.00	39,500.00	0.00	0.00
Dept 728 - ECONOMIC DEVELOPMENT						
250-728-967.300	SEWER SYSTEM PROJECTS	0.00	0.00	200,000.00	0.00	0.00
250-728-967.500	SIDEWALK PROJECTS	0.00	0.00	20,000.00	0.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		0.00	0.00	220,000.00	0.00	0.00
Dept 996 - TRANSFER OUT						
250-996-999.396	TRANSFER OUT TO WDDA G/O DEBT SERVICE	0.00	272,642.00	272,642.00	0.00	0.00
Total Dept 996 - TRANSFER OUT		0.00	272,642.00	272,642.00	0.00	0.00
TOTAL EXPENDITURES		0.00	463,012.00	853,012.00	0.00	0.00
Fund 250 - WDDA OPERATING:						
TOTAL REVENUES		552.95	488,550.00	488,550.00	485.24	0.10
TOTAL EXPENDITURES		0.00	463,012.00	853,012.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		552.95	25,538.00	(364,462.00)	485.24	0.13

User: SHERRIE

DB: Union

PERIOD ENDING 04/30/2018

GL NUMBER	DESCRIPTION	YTD BALANCE		2018		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2018 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 396 - WDDA G/O DEBT SERVICE FUND								
Revenues								
Dept 000 - NONE								
396-000-665.000	INTEREST EARNED		3.41	30.00	30.00		1.19	3.97
Total Dept 000 - NONE			3.41	30.00	30.00		1.19	3.97
Dept 961 - TRANSFER IN								
396-961-699.250	TRANSFER IN FROM WDDA		0.00	272,642.00	272,642.00		0.00	0.00
Total Dept 961 - TRANSFER IN			0.00	272,642.00	272,642.00		0.00	0.00
TOTAL REVENUES			3.41	272,672.00	272,672.00		1.19	0.00
Expenditures								
Dept 906 - DEBT SERVICE								
396-906-991.000	BOND - PRINCIPAL		0.00	31,130.00	31,130.00		0.00	0.00
396-906-996.000	BOND - INTEREST		0.00	243,870.00	243,870.00		0.00	0.00
396-906-996.001	BOND - PAYING AGENT FEES		0.00	800.00	800.00		0.00	0.00
Total Dept 906 - DEBT SERVICE			0.00	275,800.00	275,800.00		0.00	0.00
TOTAL EXPENDITURES			0.00	275,800.00	275,800.00		0.00	0.00
Fund 396 - WDDA G/O DEBT SERVICE FUND:								
TOTAL REVENUES			3.41	272,672.00	272,672.00		1.19	0.00
TOTAL EXPENDITURES			0.00	275,800.00	275,800.00		0.00	0.00
NET OF REVENUES & EXPENDITURES			3.41	(3,128.00)	(3,128.00)		1.19	0.04
TOTAL REVENUES - ALL FUNDS								
			1,466.88	1,183,372.00	1,183,372.00		5,617.19	0.47
TOTAL EXPENDITURES - ALL FUNDS								
			11,421.97	1,058,132.00	1,958,132.00		16,154.92	0.83
NET OF REVENUES & EXPENDITURES			(9,955.09)	125,240.00	(774,760.00)		(10,537.73)	1.36



Fund 248 EDDA OPERATING

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	4,118.00
248-000-002.000	SAVINGS	583,771.56
248-000-003.001	CERTIFICATE OF DEPOSIT	503,713.58
<b>Total Assets</b>		<b>1,091,603.14</b>
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	100.50
248-000-214.101	DUE TO GENERAL FUND	10.00
<b>Total Liabilities</b>		<b>110.50</b>
*** Fund Balance ***		
248-000-370.379	RESTRICTED FUND BALANCE	760,825.43
<b>Total Fund Balance</b>		<b>760,825.43</b>
<b>Beginning Fund Balance - 2017</b>		<b>760,825.43</b>
<b>Net of Revenues VS Expenditures - 2017</b>		<b>341,691.37</b>
<b>*2017 End FB/2018 Beg FB</b>		<b>1,102,516.80</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>(11,024.16)</b>
<b>Ending Fund Balance</b>		<b>1,091,492.64</b>
<b>Total Liabilities And Fund Balance</b>		<b>1,091,603.14</b>

\* Year Not Closed

Fund 250 WDDA OPERATING

GL Number	Description	Balance
*** Assets ***		
250-000-001.000	CASH	5,278.37
250-000-002.000	SAVINGS	739,521.51
250-000-002.001	SHARES	53.70
<b>Total Assets</b>		<b>744,853.58</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
250-000-370.379	RESTRICTED FUND BALANCE	847,595.53
<b>Total Fund Balance</b>		<b>847,595.53</b>
<b>Beginning Fund Balance - 2017</b>		<b>847,595.53</b>
<b>Net of Revenues VS Expenditures - 2017</b>		<b>(103,227.19)</b>
<b>*2017 End FB/2018 Beg FB</b>		<b>744,368.34</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>485.24</b>
<b>Ending Fund Balance</b>		<b>744,853.58</b>
<b>Total Liabilities And Fund Balance</b>		<b>744,853.58</b>

\* Year Not Closed

Fund 396 WDDA G/O DEBT SERVICE FUND

GL Number	Description	Balance
*** Assets ***		
396-000-001.000	CASH	3,131.27
<b>Total Assets</b>		<b>3,131.27</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
396-000-370.379	RESTRICTED FUND BALANCE	8,898.45
<b>Total Fund Balance</b>		<b>8,898.45</b>
<b>Beginning Fund Balance - 2017</b>		<b>8,898.45</b>
<b>Net of Revenues VS Expenditures - 2017</b>		<b>(5,768.37)</b>
<b>*2017 End FB/2018 Beg FB</b>		<b>3,130.08</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>1.19</b>
<b>Ending Fund Balance</b>		<b>3,131.27</b>
<b>Total Liabilities And Fund Balance</b>		<b>3,131.27</b>

\* Year Not Closed

## Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative			11/20/2020
2-Chair	Phil	Squatrito	2/15/2020
3- Vice Chair	Bryan	Mielke	2/15/2021
4-Secretary	Alex	Fuller	2/15/2020
5 - Vice Secretary	Mike	Darin	2/15/2019
6	Stan	Shingles	2/15/2021
7	Ryan	Buckley	2/15/2019
8	Denise	Webster	2/15/2020
9	Doug	LaBelle II	2/15/2019
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	2/18/2021
3-Vice Secretary	Jake	Hunter	12/31/2019
4	Andy	Theisen	12/31/2019
5	Paul	Gross	12/31/2018
Alt. #1	John	Zerbe	12/31/2019
Alt. #2	Taylor	Sheahan-Stahl	2/15/2021
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	Bryan	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	12/31/2019
2	Richard	Klumpp	12/31/2019
3	Andy	Theisen	12/31/2019
Hannah's Bark Park Advisory Board (2 Members from Township) 2 year term			
1	Mark	Stuhldreher	12/31/2018
2	John	Dinse	12/31/2019
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	1/20/2022
8	Cheryl	Hunter	6/22/2019
9	Vance	Johnson	2/13/2021
10	Michael	Smith	2/13/2021
11	David	Coyne	3/26/2022
Mid Michigan Area Cable Consortium (2 Members)			
#	F Name	L Name	Expiration Date
1	Kim	Smith	12/31/2020
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	Jeremy	MacDonald	10/17/2018
5 Member at large	Barbara	Anderson	8/15/2019