



**Economic Development Authority Board (EDA)  
Regular Meeting – Township Hall  
Tuesday May 21, 2019  
5:15 p.m.**

**AGENDA**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF REGULAR MEETING MINUTES APRIL 16, 2019
5. PUBLIC COMMENT
6. REPORTS
  - A. ACCOUNTS PAYABLE APPROVAL – APRIL  
EAST DDA DISTRICT #248 – **CHECK REGISTER**  
WEST DDA DISTRICT #250 – **CHECK REGISTER**
  - B. APRIL FINANCIAL REPORTS: INCOME/EXPENSE STATEMENT; BALANCE SHEET  
EAST DDA DISTRICT #248  
WEST DDA DISTRICT #250
  - C. BOARD MEMBER EXPIRATION MATRIX
  - D. WATER AND SEWER PROJECTS PROGRESS REPORT
7. NEW BUSINESS
  - A. FY 2018 AUDIT PRESENTATION INFORMATIONAL ONLY – ALI BARNES, YEO & YEO
8. PENDING BUSINESS
9. ADJOURNMENT UNTIL NEXT REGULAR EDA MEETING: JUNE 18, 2019

**Charter Township of Union  
Economic Development Authority Board (EDA)  
Regular Board Meeting  
Tuesday April 16, 2019**

**MINUTES**

**CALL TO ORDER**

Chairman Kequom called to order EDA Board Meeting at 5:17 p.m.

**ROLL CALL**

Present: Bacon, Smith, Johnson, Zalud, Kequom, Gunning, Coyne (5:20), Barz, Figg (5:18)

Excused: Hunter

Absent: Chowdhary

Others Present: Mark Stuhldreher-Township Manager, Sherrie Teall-Finance Director, Amy Peak-Building Dept. Clerk

**APPROVAL OF AGENDA**

MOTION by **Johnson** SUPPORTED by **Zalud** to APPROVE the agenda as presented. MOTION CARRIED 8-0.

**APPROVAL OF MINUTES**

MOTION by **Zalud** SUPPORTED by **Barz** to APPROVE minutes from the February 19, 2019 regular meeting as presented.

MOTION CARRIED 8-0.

**PUBLIC COMMENT** – None

**REPORTS**

CORRESPONDENCE - Letter of recommendation from the Township Sidewalk and Pathways Prioritization Committee was received and filed by Chair Kequom.

**ACCOUNTS PAYABLE / FINANCIAL STATEMENTS**

Manager Stuhldreher reviewed the accounts payable for the East DDA.

MOTION by **Zalud** SUPPORTED by **Johnson** to APPROVE the East DDA payables 2/20/19 – 4/16/19 in the amount of \$148,587.07 as presented. MOTIONED CARRIED 9-0

Manager Stuhldreher reviewed financial reports.

Financial reports were RECEIVED AND FILED by Chairman Kequom.

Review of Board Member Matrix expirations dates.

Manager Stuhldreher reviewed the Water and Sewer Projects Progress Report.

**NEW BUSINESS**

**A. Action Item: Consider Approval of Service Agreement with Plante & Moran, PLLC to develop a framework associated with implementation and ongoing compliance with the requirements of PA 57 of 2018 in an amount not to exceed \$6,000.00.**

Discussion held.

MOTION by Johnson SUPPORT by Coyne to APPROVE the Service Contract with Plante & Moran as presented and not to exceed \$6,000.00. 9 – YES, 0 – NO, 2 – Absent.

Motion CARRIED.

**B. Action Item: Approval of an annual payment to the Middle Michigan Development Corporation (MMDC) in the amount of \$5,000 in support of MMDC's economic development activities.**

Jim McBryde gave presentation. Discussion held.

MOTION by Zalud SUPPORT by Johnson to APPROVE request to provide funding of an additional \$5,000.00 annually to the MMDC economic development activities as presented. 9 -YES, 0 – NO, 2 – Absent. Motion CARRIED.

**C. Action Item: Approval of Participation Contract with the Isabella County Road Commission in the amount of \$204,057.05 for the Mill and 2” overlay of Lincoln Road from M-20 / Remus Road north to Pickard Road.**

Discussion held.

**MOTION** by Figg **SUPPORT** by Barz to **APPROVE** Participation Contract with ICRC in the amount of \$204,057.05 for the Mill & 2” overlay of Lincoln to M-20 / Remus Rd to Pickard. **9 – YES, 0 – NO, 2 – Absent.** Motion **CARRIED**.

**MANAGER COMMENTS:**

- Update on Receptacles and Park Bench Project.
- Notified EDA Board of the Public gathering & input session scheduled for Jameson Park. Notification will go out to the residents and Township Boards.

**GENERAL DISCUSSION:**

- EDA Board member term expirations.
- Street Lights on Pickard. Lights & pole conditions.
- Speed limit on Pickard and Lincoln.

Meeting was adjourned by Chairman Kequom at 6:24 p.m.

**APPROVED BY**

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

(Recorded by Amy Peak)

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 248 EDDA CHECKING						
04/26/2019	248	47 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	2027 FLORENCE	42.75
					4923 E PICKARD	49.36
					4675 E PICKARD	42.86
					4592 E PICKARD #B	25.93
					4592 E PICKARD #A	47.45
					5771 E PICKARD #B	26.07
					5771 E PICKARD #A	76.58
					5770 E PICKARD #B	26.07
					5770 E PICKARD #A	89.47
					5325 E PICKARD	81.17
					2029 2ND	88.13
					5157 E PICKARD #B	26.07
					5157 E PICKARD #A	41.75
					4900 E PICKARD	50.14
					1940 S ISABELLA	44.41
						<u>758.21</u>
05/21/2019	248	4085	01600	BE GREEN LAWN SERVICES CO, INC.	WEED AND FEED-PICKARD CORRIDOR APRIL 201	1,740.00
05/21/2019	248	4086	00249	GILL-ROY'S HARDWARE	ELECTRICAL & FLAGGING TAPE - EDDA	5.58
05/21/2019	248	4087	00450	M M I	PARK BENCH/GROUND MAINT - APR 2019	398.25
05/21/2019	248	4088	00907	MID MICHIGAN CABLE CONSORTIUM	2019 VIDEO RECORDING CONTRACT FOR MEETIN	367.50
05/21/2019	248	4089	00437	MIDDLE MICHIGAN DEVELOPMENT CORP	ANNUAL CLIENT FEE - 2019	2,500.00
05/21/2019	248	4090	00538	PRICE MINI STORAGE	ANNUAL STORAGE LEASE 4/1/19 - 4/1/20	550.00
05/21/2019	248	4091	00926	STREET SCAPE, LLC	STREET LIGHT REPLACEMENTS - EDA	<u>4,390.00</u>

248 TOTALS:

Total of 8 Disbursements:

10,709.54

05/15/2019 01:36 PM  
User: SHERRIE  
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
CHECK DATE FROM 04/17/2019 - 05/21/2019

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
------------	------	-------	--------	-------------	-------------	--------

Bank 250 WDDA CHECKING

05/21/2019	250	229	00907	MID MICHIGAN CABLE CONSORTIUM	2019 VIDEO RECORDING CONTRACT - EDA MEET	367.50
05/21/2019	250	230	00437	MIDDLE MICHIGAN DEVELOPMENT CORP	ANNUAL CLIENT FEE - 2019	2,500.00

250 TOTALS:

Total of 2 Checks:						2,867.50
Less 0 Void Checks:						0.00
Total of 2 Disbursements:						2,867.50

PERIOD ENDING 04/30/2019

GL NUMBER	DESCRIPTION	YTD BALANCE		2019		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2019 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 248 - EDDA OPERATING								
Revenues								
Dept 000 - NONE								
248-000-402.000	CURRENT PROPERTY TAX	0.00		400,000.00	400,000.00		0.00	0.00
248-000-402.001	PROPERTY TAX REFUNDS-BOR 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	0.00		1,000.00	1,000.00		33.21	3.32
248-000-445.000	INTEREST ON TAXES	0.00		500.00	500.00		3.33	0.67
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	5,130.76		10,000.00	10,000.00		6,196.16	61.96
248-000-671.000	OTHER REVENUE	0.00		100.00	100.00		0.00	0.00
Total Dept 000 - NONE		5,130.76		437,350.00	437,350.00		6,232.70	1.43
TOTAL REVENUES		5,130.76		437,350.00	437,350.00		6,232.70	1.43
Expenditures								
Dept 000 - NONE								
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	1,021.75		5,570.00	5,570.00		3,752.50	67.37
248-000-801.003	SIDEWALK SNOWPLOWING	2,350.00		5,500.00	5,500.00		8,700.00	158.18
248-000-801.004	RIGHT OF WAY LAWN CARE	0.00		13,000.00	13,000.00		1,740.00	13.38
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	3,163.37		12,000.00	12,000.00		4,631.75	38.60
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	190.50		20,000.00	20,000.00		4,500.00	22.50
248-000-826.000	LEGAL FEES	0.00		500.00	500.00		0.00	0.00
248-000-880.000	COMMUNITY PROMOTION	5,000.00		5,000.00	5,000.00		0.00	0.00
248-000-900.000	PRINTING & PUBLISHING	0.00		250.00	250.00		0.00	0.00
248-000-917.000	WATER TO IRRIGATION SYSTEM	0.00		12,500.00	12,500.00		0.00	0.00
248-000-920.000	ELECTRIC/NATURAL GAS	3,651.17		12,000.00	12,000.00		4,265.61	35.55
248-000-935.000	PROPERTY/LIABILITY INSURANCE	1,206.98		1,400.00	1,400.00		1,255.17	89.66
248-000-940.000	LEASE/RENT	0.00		700.00	700.00		550.00	78.57
248-000-955.000	MISC.	0.00		0.00	0.00		5.58	100.00
248-000-967.000	PROJECTS	0.00		110,000.00	110,000.00		19,521.00	17.75
Total Dept 000 - NONE		16,583.77		216,420.00	216,420.00		48,921.61	22.60
Dept 336 - FIRE DEPARTMENT								
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	0.00		64,000.00	64,000.00		0.00	0.00
Total Dept 336 - FIRE DEPARTMENT		0.00		64,000.00	64,000.00		0.00	0.00
Dept 728 - ECONOMIC DEVELOPMENT								
248-728-967.300	SEWER SYSTEM PROJECTS	0.00		160,260.00	160,260.00		0.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		0.00		160,260.00	160,260.00		0.00	0.00
TOTAL EXPENDITURES		16,583.77		440,680.00	440,680.00		48,921.61	11.10
Fund 248 - EDDA OPERATING:								
TOTAL REVENUES		5,130.76		437,350.00	437,350.00		6,232.70	1.43
TOTAL EXPENDITURES		16,583.77		440,680.00	440,680.00		48,921.61	11.10

PERIOD ENDING 04/30/2019

GL NUMBER	DESCRIPTION	YTD BALANCE 04/30/2018		2019		YTD BALANCE 04/30/2019		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2019 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 248 - EDDA OPERATING								
NET OF REVENUES & EXPENDITURES		(11,453.01)		(3,330.00)	(3,330.00)	(42,688.91)	1,281.95	

PERIOD ENDING 04/30/2019

GL NUMBER	DESCRIPTION	YTD BALANCE		2019		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2019 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 250 - WDDA OPERATING								
Revenues								
Dept 000 - NONE								
250-000-402.000	CURRENT PROPERTY TAX	0.00		304,000.00	304,000.00		0.00	0.00
250-000-402.001	PROPERTY TAX REFUNDS-BOR MTT	0.00		(4,000.00)	(4,000.00)		0.00	0.00
250-000-420.000	DELQ PERSONAL PROPERTY CAPT	0.00		200.00	200.00		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	485.24		7,000.00	7,000.00		5,155.04	73.64
Total Dept 000 - NONE		485.24		307,450.00	307,450.00		5,155.04	1.68
TOTAL REVENUES		485.24		307,450.00	307,450.00		5,155.04	1.68
Expenditures								
Dept 000 - NONE								
250-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	0.00		870.00	870.00		2,867.50	329.60
250-000-967.400	STREET/ROAD PROJECTS	0.00		500,000.00	500,000.00		0.00	0.00
Total Dept 000 - NONE		0.00		500,870.00	500,870.00		2,867.50	0.57
Dept 336 - FIRE DEPARTMENT								
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	0.00		45,600.00	45,600.00		0.00	0.00
Total Dept 336 - FIRE DEPARTMENT		0.00		45,600.00	45,600.00		0.00	0.00
Dept 728 - ECONOMIC DEVELOPMENT								
250-728-967.500	SIDEWALK/PATHWAY PROJECTS	0.00		70,000.00	70,000.00		0.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		0.00		70,000.00	70,000.00		0.00	0.00
TOTAL EXPENDITURES		0.00		616,470.00	616,470.00		2,867.50	0.47
Fund 250 - WDDA OPERATING:								
TOTAL REVENUES		485.24		307,450.00	307,450.00		5,155.04	1.68
TOTAL EXPENDITURES		0.00		616,470.00	616,470.00		2,867.50	0.47
NET OF REVENUES & EXPENDITURES		485.24		(309,020.00)	(309,020.00)		2,287.54	0.74
TOTAL REVENUES - ALL FUNDS								
		5,616.00		744,800.00	744,800.00		11,387.74	1.53
TOTAL EXPENDITURES - ALL FUNDS								
		16,583.77		1,057,150.00	1,057,150.00		51,789.11	4.90
NET OF REVENUES & EXPENDITURES		(10,967.77)		(312,350.00)	(312,350.00)		(40,401.37)	12.93



Fund 248 EDDA OPERATING

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	2,913.15
248-000-002.000	SAVINGS	576,138.59
248-000-003.001	CERTIFICATE OF DEPOSIT	513,412.94
<b>Total Assets</b>		<b>1,092,464.68</b>
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	9,951.33
<b>Total Liabilities</b>		<b>9,951.33</b>
*** Fund Balance ***		
248-000-370.379	RESTRICTED FUND BALANCE	1,125,202.26
<b>Total Fund Balance</b>		<b>1,125,202.26</b>
<b>Beginning Fund Balance</b>		<b>1,125,202.26</b>
<b>Net of Revenues VS Expenditures</b>		<b>(42,688.91)</b>
<b>Ending Fund Balance</b>		<b>1,082,513.35</b>
<b>Total Liabilities And Fund Balance</b>		<b>1,092,464.68</b>

Fund 250 WDDA OPERATING

GL Number	Description	Balance
*** Assets ***		
250-000-001.000	CASH	3,082.08
250-000-002.000	SAVINGS	406,307.72
250-000-002.001	SHARES	53.70
250-000-003.001	CERTIFICATE OF DEPOSIT	611,776.26
<b>Total Assets</b>		<b>1,021,219.76</b>
*** Liabilities ***		
250-000-202.000	ACCOUNTS PAYABLE	2,867.50
<b>Total Liabilities</b>		<b>2,867.50</b>
*** Fund Balance ***		
250-000-370.379	RESTRICTED FUND BALANCE	1,016,064.72
<b>Total Fund Balance</b>		<b>1,016,064.72</b>
<b>Beginning Fund Balance</b>		<b>1,016,064.72</b>
<b>Net of Revenues VS Expenditures</b>		<b>2,287.54</b>
<b>Ending Fund Balance</b>		<b>1,018,352.26</b>
<b>Total Liabilities And Fund Balance</b>		<b>1,021,219.76</b>

## Board Expiration Dates

Planning Commission Board Members (9 Members) 3 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	Lisa	Cody	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	2/15/2022
6	Stan	Shingles	2/15/2021
7	Ryan	Buckley	2/15/2022
8	Denise	Webster	2/15/2020
9	Doug	LaBelle II	2/15/2022
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-Secretary	Jake	Hunter	12/31/2019
4- Vice Secretary	Andy	Theisen	12/31/2019
5	Taylor	Sheahan-Stahl	12/31/2021
Alt. #1	John	Zerbe	12/31/2019
Alt. #2	Liz	Presnell	2/15/2021
Board of Review (3 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Doug	LaBelle II	12/31/2020
2	James	Thering	12/31/2020
3	Bryan	Neyer	12/31/2020
Alt #1	Randy	Golden	1/25/2021
Citizens Task Force on Sustainability (4 Members) 2 year term			
#	F Name	L Name	Expiration Date
1	Don	Long	12/31/2020
2	Mike	Lyon	12/31/2020
3	vacant seat		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	Jakubiec	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	12/31/2020
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	4/14/2023
2	James	Zalud	4/14/2023
3	Richard	Barz	2/13/2021
4	Robert	Bacon	1/13/2023
5	Ben	Gunning	11/20/2020
6	Marty	Figg	6/22/2022
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	8/15/2020
3 Township Resident	Sherrie	Teall	8/15/2019
4 Township Resident	Jeremy	MacDonald	10/17/2020
5 Member at large	Connie	Bills	8/15/2019



May 21, 2019

## DDA Water & Sewer Projects Progress Report

**Project Description:** Pickard Road Water Main Loop – Pickard Rd. to Summerton Rd. north to Entrance SCIT Water Park/Greensuites

**Project Construction:** \$276,325

**Anticipated Project Schedule:**

**Engineering:** Completed May 2018 - DDA review/ June 2018 meeting

**Permitting:** 6 - 8 weeks

**Bidding:** Bids Due 7- 25- 2018 10:00 a.m.

**Construction:** Commencement within 30 days of Signed Contract or Notice to Proceed/90 calendar days substantial completion & 30 calendar day final completion = 120 days contract

**Project Status:**

Engineered Drawings and Specifications Commenced/Preliminary Design Completed/Final Design Completed/Construction Contract Awarded

Permits Applied For:

- MDEQ Act 399 Permit - Received
- Isabella County Road Commission - Received
- Isabella County Soil Erosion - Received
- Isabella County Drain Commission - Received
- MDOT Permit - Received

**Activities Performed During this Reporting Period:**

Final Cleanup on Pickard and Summerton Roads

**Activities Planned for Next Reporting Period:**

Project close-out

**Issues/Resolution:**

NA

**Project Changes:**

NA



May 21, 2019

## DDA Water & Sewer Projects Progress Report

**Project Description:** Pump Station #1 Rehabilitation & Upgrade

**Project OPC:** \$428,525.00

**Anticipated Project Schedule:**

**Engineering:** 100 days/ September 2018

**Permitting:** 6 - 8 weeks

**Bidding:** Early 2019 - 30 day bid period

**Construction:** Spring 2019 - 120 day contract (depending on pump delivery - pump lead time - estimated to be 16 weeks)

**Project Status:**

Engineered Drawings and Specifications Completed/Final Design completed/awaiting MDEQ Act 399 Permit

Permits Applied For:

MDEQ Part 41 Construction Permit - Received February 22, 2019

Isabella County Road Commission - Received

Isabella County Soil Erosion - Received

Isabella County Drain Commission - Received

**Activities Performed During this Reporting Period:**

**Activities Planned for Next Reporting Period:**

**Issues/Resolution:**

construction bids received were 71% higher than estimated construction budget - administration is recommending that project be rebid in fall of 2019 for 2020 construction season

estimated construction cost \$348,500.00

two construction bids received: \$595,500 & \$713,500

**Project Changes:**

rebid project



May 21, 2019

## DDA Water & Sewer Projects Progress Report

**Project Description:** Pump Station #14 - May Street Rehabilitation & Upgrade

**Project Cost:** \$292,127.00

**Anticipated Project Schedule:**

**Engineering:** 45 days/ July 2018

**Permitting:** 6 - 8 weeks

**Bidding:** 20 - 30 day bid period

**Construction:** Spring 2019 - 90 day contract (dependent on pump delivery - estimated pump shipping date September 14, 2019)

Site survey performed by GFA to gather information for design purposes

**Engineering Design**

Preliminary Engineering (100%)

Topo & Easement Survey (100%)

Final Engineering and Design (100%)

Permit submittals (100%)

MDEQ Part 41 Permit - Submitted 8-25-2018/Permit received December 3, 2018

**Activities Planned for Next Reporting Period:**

Shop drawing submittal, review, and approvals

**Issues/Resolution:**

estimated pump shipping date September 14, 2019 - as of May 7, 2019

**Project Changes:**

pump delivery time - 16 weeks

