



**Economic Development Authority Board (EDA)
Regular Meeting – Township Hall
Tuesday July 16, 2019
5:15 p.m.**

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF REGULAR MEETING MINUTES JUNE 18, 2019
5. PUBLIC COMMENT
6. REPORTS
 - A. ACCOUNTS PAYABLE APPROVAL – JUNE
EAST DDA DISTRICT #248 – **CHECK REGISTER**
WEST DDA DISTRICT #250 – **CHECK REGISTER**
 - B. JUNE FINANCIAL REPORTS: INCOME/EXPENSE STATEMENT; BALANCE SHEET
EAST DDA DISTRICT #248
WEST DDA DISTRICT #250
 - C. BOARD MEMBER EXPIRATION MATRIX
7. NEW BUSINESS
 - A. DISCUSSION ON PRIORITIZATION OF JAMESON HALL UPGRADE ITEMS
8. PENDING BUSINESS
9. ADJOURNMENT UNTIL NEXT REGULAR EDA MEETING: AUGUST 20, 2019

Charter Township of Union
Economic Development Authority Board (EDA)
Regular Board Meeting
Tuesday June 18, 2019

MINUTES

CALL TO ORDER

EDA Meeting called to order by Chair Kequom at 5:18 p.m.

ROLL CALL

Present: Kequom, Zalud, Gunning, Bacon, Barz, Coyne

Excused: Figg, Chowdhary, Johnson, Hunter, Smith

Absent:

Others Present: Mark Stuhldreher – Township Manager, Sherrie Teall – Finance Director, Amy Peak – Building Department Clerk, Kim Smith – Public Services Director

APPROVAL OF AGENDA

MOTION by **Barz** SUPPORT by **Coyne** to APPROVE the agenda as presented. MOTION CARRIED 6-0.

APPROVAL OF MINUTES

MOTION by **Bacon** SUPPORT by **Zalud** to APPROVE the May 21, 2019 regular meeting minutes as presented. MOTION CARRIED 6-0.

PUBLIC COMMENT - None

REPORTS

ACCOUNTS PAYABLE / FINANCIAL STATEMENTS

Manager Stuhldreher reviewed accounts payable.

MOTION by **Zalud** SUPPORT by **Bacon** to APPROVE the East DDA payables 5/22/19 – 6/18/19 in the amount of \$24,998.22 as presented. **MOTION CARRIED 6-0**

May financials received and filed by Chair Kequom.

NEW BUSINESS

- A. **Action Item: Approval of Budget Amendment #1 to the East DDA fund and West DDA fund and recommend to the Township Board of Trustees that they approve the amendment.**

Manager Stuhldreher reviewed RFBA. Discussion held.

MOTION by Coyne SUPPORT by Zalud to APPROVE the Request for Board Action Item as written.
6 – YES, 0 – NO, 5 – Absent. Motion CARRIED 6-0.

- B. Jameson Park Design and Master Plan Presentation given by Kim Smith & Goudreau Associates.

- C. **Action Item: Request the EDA Board approve the Design, Production and Installation of (12) new Welcome Banners to be placed at the Mt. Pleasant Gateway (127 entrance / exit ramp) at a price not to exceed (\$4,200.00).**

Discussion held.

MOTION by **Zalud** SUPPORT by **Barz** to APPROVE Request for Board Action as written and not to exceed \$4,200.00. 6 – YES, 0 – NO, 5 – Absent. Motion CARRIED 6 – 0.

PENDING BUSINESS – None

MANAGER COMMENTS

- Update on trash receptacles and bench project along Pickard.
- Lincoln Rd M20 to Pickard project to start in early July.

Reminder of the next scheduled EDA meeting to be held on July 16, 2019.

Meeting adjourned by Chairman Kequom at 6:11 p.m.

APPROVED BY

Secretary Chowdhary

(Recorded by Amy Peak)

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 248 EDDA CHECKING						
06/19/2019	248	49 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	1940 S ISABELLA 2027 FLORENCE 4923 E PICKARD 4675 E PICKARD 4592 E PICKARD #B 4592 E PICKARD #A 5771 E PICKARD #B 5771 E PICKARD #A 5770 E PICKARD #B 5770 E PICKARD #A 5325 E PICKARD 2029 2ND 5157 E PICKARD #B 5157 E PICKARD #A 4900 E PICKARD	39.71 29.63 33.27 33.27 26.06 36.93 26.06 65.67 26.06 68.56 50.87 53.73 26.06 30.94 30.17
						576.99
07/16/2019	248	4096	00072	BLOCK ELECTRIC	INSTALL BANNERS	1,595.00
07/16/2019	248	4097	00722	CHARTER TOWNSHIP OF UNION	Q2 UTILITY BILLING - EDDA	3,033.15
07/16/2019	248	4098	01637	CMU PRINTING SERVICES	EDA ARCHWAY BANNERS	120.00
07/16/2019	248	4099	01583	GOUDREAU & ASSOCIATES INC.	JAMESON PARK UPGRADES - RENDERING SERVIC	1,254.00
07/16/2019	248	4100	00450	M M I	PARK BENCH/GROUND MAINT - MAY 2019 PARK BENCH/GROUND MAINT - JUNE 2019	931.50 398.25
						1,329.75
07/16/2019	248	4101	01244	MOUNT PLEASANT AREA CVB	2019 PURE MICHIGAN PARTNERSHIP	5,000.00
07/16/2019	248	4102	00530	PLEASANT THYME HERB FARM	HANG/WATER/WEED - BASKETS & BEDS	2,508.00
07/16/2019	248	4103	00649	THIELEN TURF IRRIGATION, INC.	FIX & REPAIR IRRIGATION SYSTEM START & CHECK IRRIGATION SYSTEM - M20 OV RESET CONTROLLER TIMES ON PLANTER BOXES START AND CHECK SPRINKLER SYSTEM REPROGRAM CONTROL FOR POTS	2,452.72 75.00 65.00 7,480.63 65.00
						10,138.35
07/16/2019	248	4104	00640	WILSON LAWN CARE, INC	MOWING & TRIMMING PICKARD - MAY 2019 MOWING & TRIMMING PICKARD - JUNE 2019	2,000.00 1,600.00
						3,600.00
07/16/2019	248	4105	00732	YEO & YEO, PC	EDDA AUDIT PRESENTATION 2018	300.00
						300.00
248 TOTALS:						
Total of 11 Disbursements:						29,455.24

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
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Bank 250 WDDA CHECKING

07/16/2019	250	231	00732	YEO & YEO, PC	WDDA AUDIT PRESENTATION 2018	300.00
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250 TOTALS:

Total of 1 Checks:						300.00
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Less 0 Void Checks:						0.00
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Total of 1 Disbursements:						300.00
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PERIOD ENDING 06/30/2019

GL NUMBER	DESCRIPTION	YTD BALANCE		2019		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2019 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 248 - EAST DDA FUND								
Revenues								
Dept 000 - NONE								
248-000-402.000	CURRENT PROPERTY TAX	395,403.52		400,000.00	400,000.00		408,606.73	102.15
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	318.88		500.00	500.00		156.84	31.37
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	7,858.53		10,000.00	10,000.00		9,543.68	95.44
248-000-671.000	OTHER REVENUE	11,165.54		100.00	100.00		34.89	34.89
Total Dept 000 - NONE		414,746.47		437,350.00	437,350.00		418,375.35	95.66
TOTAL REVENUES		414,746.47		437,350.00	437,350.00		418,375.35	95.66
Expenditures								
Dept 000 - NONE								
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	2,329.75		5,570.00	5,570.00		10,382.25	186.40
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	3,600.00		13,000.00	13,000.00		7,080.00	54.46
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	10,358.95		12,000.00	12,000.00		29,177.50	243.15
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	11,154.50		18,000.00	18,000.00		6,956.00	38.64
248-000-801.015	STREET LIGHT BANNERS/CHRISTMAS	6,390.50		20,000.00	20,000.00		6,095.00	30.48
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		120.00	2.40
248-000-900.000	PRINTING & PUBLISHING	0.00		250.00	250.00		0.00	0.00
248-000-917.000	WATER TO IRRIGATION SYSTEM	3,290.54		12,500.00	12,500.00		3,033.15	24.27
248-000-920.000	ELECTRIC/NATURAL GAS	4,784.77		12,000.00	12,000.00		5,515.42	45.96
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	550.00		700.00	700.00		550.00	78.57
248-000-955.000	MISC.	7.00		0.00	0.00		5.58	100.00
248-000-967.000	PROJECTS	0.00		110,000.00	110,000.00		24,505.00	22.28
Total Dept 000 - NONE		51,022.99		216,420.00	216,420.00		103,375.07	47.77
Dept 336 - FIRE DEPARTMENT								
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	64,013.00		64,000.00	64,000.00		0.00	0.00
Total Dept 336 - FIRE DEPARTMENT		64,013.00		64,000.00	64,000.00		0.00	0.00
Dept 728 - ECONOMIC DEVELOPMENT								
248-728-967.200	WATER SYSTEM PROJECTS	26,232.25		0.00	0.00		0.00	0.00
248-728-967.300	SEWER SYSTEM PROJECTS	5,553.00		160,260.00	160,260.00		0.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		31,785.25		160,260.00	160,260.00		0.00	0.00
TOTAL EXPENDITURES		146,821.24		440,680.00	440,680.00		103,375.07	23.46
Fund 248 - EAST DDA FUND:								
TOTAL REVENUES		414,746.47		437,350.00	437,350.00		418,375.35	95.66

User: SHERRIE

DB: Union

PERIOD ENDING 06/30/2019

GL NUMBER	DESCRIPTION	YTD BALANCE 06/30/2018		2019		YTD BALANCE 06/30/2019		% BGD USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2019 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 248 - EAST DDA FUND								
TOTAL EXPENDITURES		146,821.24		440,680.00	440,680.00	103,375.07		23.46
NET OF REVENUES & EXPENDITURES		267,925.23		(3,330.00)	(3,330.00)	315,000.28		9,459.47

User: SHERRIE

DB: Union

PERIOD ENDING 06/30/2019

GL NUMBER	DESCRIPTION	YTD BALANCE		2019		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2019 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 250 - WEST DDA FUND								
Revenues								
Dept 000 - NONE								
250-000-402.000	CURRENT PROPERTY TAX	601,336.22		304,000.00	304,000.00		304,611.31	100.20
250-000-402.001	PROPERTY TAX REFUNDS-BOR MTT	(139.29)		(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	86.02		250.00	250.00		80.01	32.00
250-000-665.000	INTEREST EARNED	917.48		7,000.00	7,000.00		8,095.43	115.65
Total Dept 000 - NONE		602,200.43		307,450.00	307,450.00		312,786.75	101.74
TOTAL REVENUES		602,200.43		307,450.00	307,450.00		312,786.75	101.74
Expenditures								
Dept 000 - NONE								
250-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	300.00		870.00	870.00		3,167.50	364.08
250-000-967.400	STREET/ROAD PROJECTS	0.00		500,000.00	500,000.00		0.00	0.00
Total Dept 000 - NONE		300.00		500,870.00	500,870.00		3,167.50	0.63
Dept 336 - FIRE DEPARTMENT								
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	45,642.00		45,600.00	45,600.00		0.00	0.00
Total Dept 336 - FIRE DEPARTMENT		45,642.00		45,600.00	45,600.00		0.00	0.00
Dept 728 - ECONOMIC DEVELOPMENT								
250-728-967.300	SEWER SYSTEM PROJECTS	7,808.00		0.00	0.00		0.00	0.00
250-728-967.500	SIDEWALK/PATHWAY PROJECTS	0.00		70,000.00	70,000.00		0.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		7,808.00		70,000.00	70,000.00		0.00	0.00
Dept 996 - TRANSFER OUT								
250-996-999.396	TRANSFER OUT TO WDDA G/O DEBT SERVICE	272,650.00		0.00	0.00		0.00	0.00
Total Dept 996 - TRANSFER OUT		272,650.00		0.00	0.00		0.00	0.00
TOTAL EXPENDITURES		326,400.00		616,470.00	616,470.00		3,167.50	0.51
Fund 250 - WEST DDA FUND:								
TOTAL REVENUES		602,200.43		307,450.00	307,450.00		312,786.75	101.74
TOTAL EXPENDITURES		326,400.00		616,470.00	616,470.00		3,167.50	0.51
NET OF REVENUES & EXPENDITURES		275,800.43		(309,020.00)	(309,020.00)		309,619.25	100.19
TOTAL REVENUES - ALL FUNDS								
TOTAL REVENUES - ALL FUNDS		1,016,946.90		744,800.00	744,800.00		731,162.10	98.17
TOTAL EXPENDITURES - ALL FUNDS		473,221.24		1,057,150.00	1,057,150.00		106,542.57	10.08
NET OF REVENUES & EXPENDITURES		543,725.66		(312,350.00)	(312,350.00)		624,619.53	199.97

Fund 248 EAST DDA FUND

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	4,388.60
248-000-002.000	SAVINGS	540,350.20
248-000-003.001	CERTIFICATE OF DEPOSIT	515,581.75
248-000-084.703	DUE FROM CURRENT TAX FUND	408,760.24
Total Assets		1,469,080.79
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	28,878.25
Total Liabilities		28,878.25
*** Fund Balance ***		
248-000-370.379	RESTRICTED FUND BALANCE	1,125,202.26
Total Fund Balance		1,125,202.26
Beginning Fund Balance		1,125,202.26
Net of Revenues VS Expenditures		315,000.28
Ending Fund Balance		1,440,202.54
Total Liabilities And Fund Balance		1,469,080.79

Fund 250 WEST DDA FUND

GL Number	Description	Balance
*** Assets ***		
250-000-001.000	CASH	214.58
250-000-002.000	SAVINGS	406,918.87
250-000-002.001	SHARES	53.70
250-000-003.001	CERTIFICATE OF DEPOSIT	614,105.50
250-000-084.703	DUE FROM CURRENT TAX FUND	304,691.32
Total Assets		1,325,983.97
*** Liabilities ***		
250-000-202.000	ACCOUNTS PAYABLE	300.00
Total Liabilities		300.00
*** Fund Balance ***		
250-000-370.379	RESTRICTED FUND BALANCE	1,016,064.72
Total Fund Balance		1,016,064.72
Beginning Fund Balance		1,016,064.72
Net of Revenues VS Expenditures		309,619.25
Ending Fund Balance		1,325,683.97
Total Liabilities And Fund Balance		1,325,983.97

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	6/22/2023
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