



**Economic Development Authority Board (EDA)
Regular Meeting – Township Hall
Tuesday August 20, 2019
5:15 p.m.**

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF REGULAR MEETING MINUTES JULY 16, 2019
5. PUBLIC COMMENT
6. REPORTS
 - A. ACCOUNTS PAYABLE APPROVAL – JULY
EAST DDA DISTRICT #248 – **CHECK REGISTER**
WEST DDA DISTRICT #250 – **CHECK REGISTER**
 - B. JULY FINANCIAL REPORTS: INCOME/EXPENSE STATEMENT; BALANCE SHEET
EAST DDA DISTRICT #248
WEST DDA DISTRICT #250
 - C. BOARD MEMBER EXPIRATION MATRIX
7. NEW BUSINESS
8. PENDING BUSINESS
9. ADJOURNMENT UNTIL NEXT REGULAR EDA MEETING: SEPTEMBER 17, 2019

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

MINUTES

CALL TO ORDER

Chairman Kequom called to order EDA Board Meeting at 5:16 p.m.

ROLL CALL

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

Excused: Chowdhary, Smith, Hunter,

Absent:

Others Present: Sherrie Teall – Finance Director, Amy Peak-Building Dept. Clerk, Kim Smith – Public Services Director

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

MOTION by **Zalud** SUPPORTED by **Figg** to APPROVE minutes from the June 18, 2019 regular meeting as presented.

MOTION CARRIED 7-0.

PUBLIC COMMENT – None

ACCOUNTS PAYABLE/ FINANCIAL STATEMENTS

Finance Director Teall reviewed the accounts payable.

MOTION by **Zalud** SUPPORTED by **Johnson** to APPROVE the East DDA payables 6/19/19 – 7/16/19 in the amount of \$29,455.24 as presented. MOTIONED CARRIED 8-0.

MOTION by **Zalud** SUPPORTED by **Figg** to APPROVE the West DDA payables 6/19/16 – 7/16/19 in the amount of \$300.00 as presented. MOTIONED CARRIED 8-0.

Finance Director Teall reviewed financial reports.

June Financial reports were RECEIVED AND FILED by Chairman Kequom.

NEW BUSINESS

Discussion held on Jameson Hall upgrades. Chair Kequom appointed a Jameson Park Improvements Subcommittee to include Kequom, Barz, Gunning, Coyne and Bacon.

PENDING BUSINESS

Discussion held on Lincoln Rd improvement projects. EDA Board consensus to pursue a letter from the EDA to the Union Township Board of Trustees to address Lincoln Rd North of Bridge to Remus Rd be completed at the same time as Lincoln Rd South of Bridge to Broomfield. This would allow for a one-time road closure opposed to two.

GENERAL DISCUSSION:

- Irrigation along Pickard corridor.
- Trash removal along Pickard corridor taken care of by MMI.

Reminder of the next scheduled EDA meeting on August 20, 2019.

Meeting was adjourned by Chairman Kequom at 5:53 p.m.

APPROVED BY

Secretary Chowdhary

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 248 EDDA CHECKING						
07/24/2019	248	50 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	1940 S ISABELLA	40.23
					2027 FLORENCE	28.36
					4923 E PICKARD	33.68
					4675 E PICKARD	34.11
					4592 E PICKARD #B	26.21
					4592 E PICKARD #A	37.67
					5771 E PICKARD #B	26.21
					5771 E PICKARD #A	67.18
					5770 E PICKARD #B	26.08
					5770 E PICKARD #A	72.29
					5325 E PICKARD	51.87
					2029 2ND	54.76
					5157 E PICKARD #B	26.75
					5157 E PICKARD #A	31.45
					4900 E PICKARD	30.57
						<u>587.42</u>
08/20/2019	248	4106	00072	BLOCK ELECTRIC	REPAIR GATEWAY BANNERS	68.00
08/20/2019	248	4107	00450	M M I	PARK BENCH/GROUND MAINT-JULY 2019	682.75
08/20/2019	248	4108	00530	PLEASANT THYME HERB FARM	WTR FLOWER BASKETS-APPLY MULCH-SPRAY WEE	2,907.00
08/20/2019	248	4109	00672	UNION TOWNSHIP FIRE FUND	PUBLIC SAFETY - FIRE PROTECTION FOR EDDA	66,311.00
08/20/2019	248	4110	00640	WILSON LAWN CARE, INC	MOWING & TRIMMING PICKARD - JULY 2019	2,000.00

248 TOTALS:

Total of 6 Disbursements:

72,556.17

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

08/20/2019	250	232	00672	UNION TOWNSHIP FIRE FUND	PUBLIC SAFETY - FIRE PROTECTION FOR WDDA	49,152.00
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250 TOTALS:

Total of 1 Checks:						49,152.00
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Less 0 Void Checks:						0.00
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Total of 1 Disbursements:						49,152.00
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PERIOD ENDING 07/31/2019

GL NUMBER	DESCRIPTION	YTD BALANCE	2019		YTD BALANCE	% BDGT USED
		07/31/2018	ORIGINAL BUDGET	2019 AMENDED BUDGET	07/31/2019	
		NORMAL (ABNORMAL)			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	292.42	29.24
248-000-445.000	INTEREST ON TAXES	318.88	500.00	500.00	177.00	35.40
248-000-573.000	STATE AID REVENUE-LCSA	0.00	30,000.00	55,000.00	0.00	0.00
248-000-665.000	INTEREST EARNED	9,379.84	10,000.00	18,000.00	11,169.10	62.05
248-000-671.000	OTHER REVENUE	11,165.54	100.00	100.00	34.89	34.89
Total Dept 000 - NONE		416,267.78	437,350.00	470,350.00	420,280.14	89.35
TOTAL REVENUES		416,267.78	437,350.00	470,350.00	420,280.14	89.35
Expenditures						
Dept 000 - NONE						
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	3,027.25	5,570.00	11,070.00	6,065.00	54.79
248-000-801.003	SIDEWALK SNOWPLOWING	2,350.00	5,500.00	9,000.00	8,700.00	96.67
248-000-801.004	RIGHT OF WAY LAWN CARE	5,600.00	13,000.00	16,500.00	9,080.00	55.03
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	10,961.55	12,000.00	30,000.00	29,177.50	97.26
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	14,567.00	18,000.00	18,000.00	9,863.00	54.79
248-000-801.015	STREET LIGHT BANNERS/CHRISTMAS	6,390.50	20,000.00	20,000.00	6,163.00	30.82
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	5,120.00	102.40
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	14,100.00	3,033.15	21.51
248-000-920.000	ELECTRIC/NATURAL GAS	5,312.07	12,000.00	12,000.00	6,102.84	50.86
248-000-935.000	PROPERTY/LIABILITY INSURANCE	1,206.98	1,400.00	1,500.00	1,255.17	83.68
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	50.00	5.58	11.16
248-000-967.000	PROJECTS	0.00	110,000.00	122,650.00	24,505.00	19.98
Total Dept 000 - NONE		58,262.89	216,420.00	261,320.00	109,620.24	41.95
Dept 336 - FIRE DEPARTMENT						
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	64,013.00	64,000.00	64,500.00	66,311.00	102.81
Total Dept 336 - FIRE DEPARTMENT		64,013.00	64,000.00	64,500.00	66,311.00	102.81
Dept 728 - ECONOMIC DEVELOPMENT						
248-728-967.200	WATER SYSTEM PROJECTS	30,753.75	0.00	0.00	0.00	0.00
248-728-967.300	SEWER SYSTEM PROJECTS	11,550.00	160,260.00	160,260.00	0.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		42,303.75	160,260.00	160,260.00	0.00	0.00
TOTAL EXPENDITURES		164,579.64	440,680.00	486,080.00	175,931.24	36.19
Fund 248 - EAST DDA FUND:						
TOTAL REVENUES		416,267.78	437,350.00	470,350.00	420,280.14	89.35

PERIOD ENDING 07/31/2019

GL NUMBER	DESCRIPTION	YTD BALANCE 07/31/2018		2019		YTD BALANCE 07/31/2019		% BDT USED	
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2019 AMENDED BUDGET	NORMAL	(ABNORMAL)		
Fund 248 - EAST DDA FUND									
TOTAL EXPENDITURES			164,579.64	440,680.00	486,080.00		175,931.24	36.19	
NET OF REVENUES & EXPENDITURES			251,688.14	(3,330.00)	(15,730.00)		244,348.90	1,553.39	

User: SHERRIE

DB: Union

PERIOD ENDING 07/31/2019

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	1,538.94		769.47
250-000-445.000	INTEREST ON TAXES	86.02		250.00	250.00	284.23		113.69
250-000-665.000	INTEREST EARNED	1,079.17		7,000.00	14,000.00	9,552.58		68.23
Total Dept 000 - NONE		602,362.12		307,450.00	314,450.00	315,987.06		100.49
TOTAL REVENUES		602,362.12		307,450.00	314,450.00	315,987.06		100.49
Expenditures								
Dept 000 - NONE								
250-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	300.00		870.00	6,370.00	3,167.50		49.73
250-000-967.400	STREET/ROAD PROJECTS	0.00		500,000.00	530,000.00	0.00		0.00
Total Dept 000 - NONE		300.00		500,870.00	536,370.00	3,167.50		0.59
Dept 336 - FIRE DEPARTMENT								
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	45,642.00		45,600.00	45,600.00	49,152.00		107.79
Total Dept 336 - FIRE DEPARTMENT		45,642.00		45,600.00	45,600.00	49,152.00		107.79
Dept 728 - ECONOMIC DEVELOPMENT								
250-728-967.300	SEWER SYSTEM PROJECTS	11,060.00		0.00	180,745.00	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		11,060.00		70,000.00	250,745.00	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		329,652.00		616,470.00	832,715.00	52,319.50		6.28
Fund 250 - WEST DDA FUND:								
TOTAL REVENUES		602,362.12		307,450.00	314,450.00	315,987.06		100.49
TOTAL EXPENDITURES		329,652.00		616,470.00	832,715.00	52,319.50		6.28
NET OF REVENUES & EXPENDITURES		272,710.12		(309,020.00)	(518,265.00)	263,667.56		50.88
TOTAL REVENUES - ALL FUNDS								
TOTAL REVENUES - ALL FUNDS		1,018,629.90		744,800.00	784,800.00	736,267.20		93.82
TOTAL EXPENDITURES - ALL FUNDS		494,231.64		1,057,150.00	1,318,795.00	228,250.74		17.31
NET OF REVENUES & EXPENDITURES		524,398.26		(312,350.00)	(533,995.00)	508,016.46		95.14

Fund 248 EAST DDA FUND

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	2,924.63
248-000-002.000	SAVINGS	513,183.28
248-000-003.001	CERTIFICATE OF DEPOSIT	925,412.00
Total Assets		1,441,519.91
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	71,968.75
Total Liabilities		71,968.75
*** 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		244,348.90
Ending Fund Balance		1,369,551.16
Total Liabilities And Fund Balance		1,441,519.91

Fund 250 WEST DDA FUND

GL Number	Description	Balance
*** Assets ***		
250-000-001.000	CASH	6,657.74
250-000-002.000	SAVINGS	402,227.22
250-000-002.001	SHARES	53.70
250-000-003.001	CERTIFICATE OF DEPOSIT	919,945.62
Total Assets		1,328,884.28
*** Liabilities ***		
250-000-202.000	ACCOUNTS PAYABLE	49,152.00
Total Liabilities		49,152.00
*** 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		263,667.56
Ending Fund Balance		1,279,732.28
Total Liabilities And Fund Balance		1,328,884.28

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	Squattrito	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

From: [Mark Stuhldreher](#)
To: [Amy Peak](#)
Subject: MMI Service Agreements
Date: Monday, August 5, 2019 2:10:48 PM

Amy-

Please include this email in the EDA packet for August as it is responsive to a question brought up having to do with the MMI Service Agreement.

2 separate Agreements were approved by the EDA in fall of 2016 and are in place through Sept, 2019. Agreement #1 is to “perform general litter pick-up and general sweeping on the corridors along Pickard Street and Isabella Road - a combined total of approximately 4 miles long. The tasks will be completed the week prior to each of the following summer holidays: Memorial Day, July 4th and Labor Day.” Agreement #2 is to “perform general litter pick-up and other duties as assigned to park benches along Pickard Street”.

Mark Stuhldreher
Township Manager
Charter Township of Union
2010 S Lincoln
Mt. Pleasant, MI 48858
989.772.4600 ext 231

Charter Township of Union



August 1, 2019

Dear Union Township Board of Trustees,

As you know, the current improvements planned for Lincoln Rd between M-20 and Broomfield are scheduled to be done in two stages. The first stage, from the bridge to Broomfield, is anticipated to be completed in 2020. The second stage, the bridge to M-20, is anticipated to be completed in a subsequent year.

While the EDA wholeheartedly supports the project(s), as evidenced by our financial contribution of \$330,000 to the south end portion of the project, by proceeding in two stages the disruption to commerce, transportation and emergency vehicle routing is experienced two times. This places an undue burden on area business and the community at large. Because of this, the Economic Development Authority, by unanimous consent, is encouraging the Isabella County Road Commission to complete the improvements planned along Lincoln Rd from M-20 to Broomfield in a single construction season to minimize the disruptions described above.

The EDA would appreciate your support and encourages the Board of Trustees to communicate a similar position to the Isabella County Road Commission via the adoption of a resolution whereby a formal statement is made that encourages the work to be done in a single construction season.

Sincerely,



Tom Kequom, Chairman
Union Township Economic Development Authority

cc: EDA members; Kim Smith, Department of Public Services Director