



**Economic Development Authority Board (EDA)  
Regular Meeting – Township Hall  
Tuesday November 19, 2019  
5:15 p.m.**

**AGENDA**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF REGULAR MEETING MINUTES OCTOBER 15, 2019
5. PUBLIC COMMENT
6. REPORTS
  - A. ACCOUNTS PAYABLE APPROVAL – OCTOBER  
EAST DDA DISTRICT #248 - **CHECK REGISTER**  
WEST DDA DISTRICT #250 - **NONE**
  - B. OCTOBER FINANCIAL REPORTS: INCOME/EXPENSE STATEMENT; BALANCE SHEET  
EAST DDA DISTRICT #248  
WEST DDA DISTRICT #250
  - C. BOARD MEMBER EXPIRATION MATRIX
7. NEW BUSINESS
  - A. RFBA – CONSIDER APPROVAL TO CONSENT TO REVISE PLAT TO FACILITATE DEVELOPMENT OF PROPERTY OWNED BY FISHER TRANSPORTATION COMPANY.
8. PENDING BUSINESS
9. ADJOURNMENT UNTIL NEXT REGULAR EDA MEETING: DECEMBER 17, 2019

**Charter Township of Union  
Economic Development Authority Board (EDA)  
Regular Board Meeting  
Tuesday October 15, 2019**

**MINUTES**

**CALL TO ORDER**

EDA nominated Jim Zalud as Chair Pro-tem for the October 15, 2019 EDA Meeting. Chair Pro-tem Zalud called meeting to order at 5:18 p.m.

**ROLL CALL**

Present: Smith, Hunter, Zalud, Gunning, Chowdhary, Coyne, Figg

Excused: Bacon, Kequom, Barz, Johnson

Absent:

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

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

**MOTION** by Figg **SUPPORTED** by Chowdhary to **APPROVE** minutes from the August 20, 2019 regular meeting as presented.

**MOTION CARRIED 7-0.**

No action taken by EDA board to approve September 17, 2019 meeting minutes. Meeting was Canceled due to No Quorum.

**PUBLIC COMMENT** – None

**REPORTS**

**ACCOUNTS PAYABLE/ FINANCIAL STATEMENTS**

Manager Stuhldreher reviewed the accounts payable for the East and West DDA.

**MOTION** by Figg **SUPPORTED** by Smith to **APPROVE** the East DDA payables 8/21/19 – 10/15/19 in the amount of \$50,278.58 and the West DDA payables in the amount of \$163,467.52 as presented. **MOTION CARRIED 7-0.**

Manager Stuhldreher reviewed financial reports.

September Financial reports were RECEIVED AND FILED.

Manager Stuhldreher gave updates on water and sewer project progress reports.

**NEW BUSINESS**

**A. Action Item: Accept/support DDA Jameson Park Improvements subcommittee 2019-2020 project recommendations.**

Manager Stuhldreher reviewed RFBA. Discussion held.

**MOTION** by Hunter **SUPPORT** by Figg to **APPROVE** the Request for Board Action Item as presented.

**7 – YES, 0 – NO, 4 – Absent. Motion CARRIED 7-0.**

**B. Action Item: Consider approval of the proposed Economic Development Authority meeting schedule for the 2020 calendar year in accordance with the Open Meetings Act.**

Discussion held.

**MOTION** by Coyne **SUPPORT** by Chowdhary to **APPROVE** Request for Board Action Item as presented.

**7 – YES, 0 – NO, 4 – Absent. Motion CARRIED 7-0.**

**C. Action Item: Approval and adoption of the FY 2020 Budget for the East DDA Fund, West DDA Fund and to further recommend adoption to the Township Board of Trustees.**

Manager Stuhldreher reviewed RFBA. Discussion held.

**MOTION** by Chowdhary **SUPPORT** by Coyne to **APPROVE** Request for Board Action for East DDA Fund as **AMMENDED** to include \$10,000 for additional maintenance for park benches, trash receptacles, sidewalk & concrete repairs. **6 -YES, 1 – NO, 4 – Absent. Motion CARRIED.**

**MOTION** by Figg **SUPPORT** by Coyne to approve Request for Boar Action FY West DDA 2020 operating budget as Presented. **7 – YES, 0 – NO, 4 – Absent. Motion CARRIED.**

**PENDING BUSINESS** - None

**GENERAL DISCUSSION:**

Reminder of the next scheduled EDA meeting on November 19, 2019.

Meeting was adjourned by Chair Pro-tem Zalud at 6:04 p.m.

**APPROVED BY**

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

**(Recorded by Amy Peak)**

11/13/2019 05:45 PM  
User: SHERRIE  
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
CHECK DATE FROM 10/16/2019 - 11/19/2019

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 248 EDDA CHECKING						
10/23/2019	248	53 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	4900 E PICKARD 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 STE B 5157 E PICKARD STE A 1940S ISABELLA	36.31 33.50 37.30 39.25 24.30 43.93 24.43 77.56 24.30 86.26 62.17 66.17 24.84 36.76 50.63
						<u>667.71</u>
11/19/2019	248	4130	01600	BE GREEN LAWN SERVICES CO, INC.	FERTILIZER - PICKARD CORRIDOR	1,740.00
11/19/2019	248	4131	01343	HOMETOWN DECORATIONS & DISPLAY	LIGHTED HOLIDAY DECORATIONS	10,800.00
11/19/2019	248	4132	01392	HYLAND TREE COMPANY	TREE REMOVAL NEAR BANNERS	175.00
11/19/2019	248	4133	00450	M M I	PARK BENCH GROUND MAINT-OCT 2019	354.00
11/19/2019	248	4134	00649	THIELEN TURF IRRIGATION, INC.	WINTERIZE IRRIGATION SYSTEM @ OVERPASS	75.00
						<u>13,811.71</u>

248 TOTALS:

Total of 6 Disbursements:

13,811.71

PERIOD ENDING 10/31/2019

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	4.57		1,000.00	1,000.00		292.42	29.24
248-000-445.000	INTEREST ON TAXES	319.66		500.00	500.00		177.00	35.40
248-000-573.000	STATE AID REVENUE-LCSA	55,479.69		30,000.00	55,000.00		59,242.81	107.71
248-000-665.000	INTEREST EARNED	14,318.84		10,000.00	18,000.00		19,526.64	108.48
248-000-671.000	OTHER REVENUE	11,355.69		100.00	100.00		12,734.89	2,734.89
Total Dept 000 - NONE		476,881.97		437,350.00	470,350.00		500,580.49	106.43
TOTAL REVENUES		476,881.97		437,350.00	470,350.00		500,580.49	106.43
Expenditures								
Dept 000 - NONE								
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	4,462.75		5,570.00	11,070.00		9,085.82	82.08
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	11,740.00		13,000.00	16,500.00		16,160.00	97.94
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	16,246.55		12,000.00	30,000.00		32,338.78	107.80
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	18,067.00		18,000.00	18,000.00		16,381.00	91.01
248-000-801.015	STREET LIGHT BANNERS/CHRISTMAS	6,390.50		20,000.00	20,000.00		17,083.00	85.42
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		8,170.00	163.40
248-000-900.000	PRINTING & PUBLISHING	0.00		250.00	250.00		0.00	0.00
248-000-917.000	WATER TO IRRIGATION SYSTEM	10,145.04		12,500.00	14,100.00		11,674.45	82.80
248-000-920.000	ELECTRIC/NATURAL GAS	7,085.79		12,000.00	12,000.00		7,837.48	65.31
248-000-935.000	PROPERTY/LIABILITY INSURANCE	1,458.03		1,400.00	1,500.00		1,514.72	100.98
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	2,688.00		110,000.00	122,650.00		44,479.25	36.27
Total Dept 000 - NONE		86,190.66		216,420.00	261,320.00		173,980.08	66.58
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	12,087.00		160,260.00	160,260.00		0.00	0.00
248-728-967.400	STREET/ROAD PROJECTS	107,043.30		0.00	0.00		0.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		149,884.05		160,260.00	160,260.00		0.00	0.00
TOTAL EXPENDITURES		300,087.71		440,680.00	486,080.00		240,291.08	49.43

User: SHERRIE

DB: Union

PERIOD ENDING 10/31/2019

GL NUMBER	DESCRIPTION	YTD BALANCE		2019		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2019 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 248 - EAST DDA FUND								
	TOTAL REVENUES		476,881.97	437,350.00	470,350.00		500,580.49	106.43
	TOTAL EXPENDITURES		300,087.71	440,680.00	486,080.00		240,291.08	49.43
	NET OF REVENUES & EXPENDITURES		176,794.26	(3,330.00)	(15,730.00)		260,289.41	1,654.73

User: SHERRIE

DB: Union

PERIOD ENDING 10/31/2019

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	4,980.66		7,000.00	14,000.00		15,445.93	110.33
Total Dept 000 - NONE		606,263.61		307,450.00	314,450.00		321,880.41	102.36
TOTAL REVENUES		606,263.61		307,450.00	314,450.00		321,880.41	102.36
Expenditures								
Dept 000 - NONE								
250-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	300.00		870.00	6,370.00		4,341.88	68.16
250-000-967.400	STREET/ROAD PROJECTS	0.00		500,000.00	530,000.00		162,293.14	30.62
Total Dept 000 - NONE		300.00		500,870.00	536,370.00		166,635.02	31.07
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	24,445.00		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		24,445.00		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	272,670.00		0.00	0.00		0.00	0.00
Total Dept 996 - TRANSFER OUT		272,670.00		0.00	0.00		0.00	0.00
TOTAL EXPENDITURES		343,057.00		616,470.00	832,715.00		215,787.02	25.91
Fund 250 - WEST DDA FUND:								
TOTAL REVENUES		606,263.61		307,450.00	314,450.00		321,880.41	102.36
TOTAL EXPENDITURES		343,057.00		616,470.00	832,715.00		215,787.02	25.91
NET OF REVENUES & EXPENDITURES		263,206.61		(309,020.00)	(518,265.00)		106,093.39	20.47
TOTAL REVENUES - ALL FUNDS								
TOTAL REVENUES - ALL FUNDS		1,083,145.58		744,800.00	784,800.00		822,460.90	104.80
TOTAL EXPENDITURES - ALL FUNDS								
TOTAL EXPENDITURES - ALL FUNDS		643,144.71		1,057,150.00	1,318,795.00		456,078.10	34.58
NET OF REVENUES & EXPENDITURES		440,000.87		(312,350.00)	(533,995.00)		366,382.80	68.61

Fund 248 EAST DDA FUND

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	447.37
248-000-002.000	SAVINGS	464,288.38
248-000-003.001	CERTIFICATE OF DEPOSIT	932,602.23
248-000-123.000	PREPAID EXPENSES	1,297.69
<b>Total Assets</b>		<b>1,398,635.67</b>
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	13,144.00
<b>Total Liabilities</b>		<b>13,144.00</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>260,289.41</b>
<b>Ending Fund Balance</b>		<b>1,385,491.67</b>
<b>Total Liabilities And Fund Balance</b>		<b>1,398,635.67</b>



Fund 250 WEST DDA FUND

GL Number	Description	Balance
*** Assets ***		
250-000-001.000	CASH	8,038.22
250-000-002.000	SAVINGS	188,980.72
250-000-002.001	SHARES	53.70
250-000-003.001	CERTIFICATE OF DEPOSIT	925,085.47
<b>Total Assets</b>		<b>1,122,158.11</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</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>106,093.39</b>
<b>Ending Fund Balance</b>		<b>1,122,158.11</b>
<b>Total Liabilities And Fund Balance</b>		<b>1,122,158.11</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	Denise	Webster	2/15/2020
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	vacant seat		2/15/2021
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	Ryan	Buckley	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- BOT Representative	vacant seat		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	Kimberly	Rice	11/20/2020
2 PC Representative	Denise	Webster	8/15/2020
3 Township Resident	Sherrie	Teall	8/15/2021
4 Township Resident	Jeremy	MacDonald	10/17/2020
5 Member at large	Connie	Bills	8/15/2021

**REQUEST FOR EDA ACTION**

<b>To:</b> EDA	<b>DATE:</b> November 15, 2019
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR EDA CONSIDERATION:</b> 11/19/2019
<b>ACTION REQUESTED:</b> Consider approval to Consent to Revise Plat to facilitate the development of property owned by the Fisher Transportation Company(s) and to further authorize the Township Manager to sign all related documents	

Current Action  Emergency

Funds Budgeted: If Yes  Account #  No  N/A

Finance Approval  MDS

**BACKGROUND INFORMATION**

Fisher Transportation Company(s) is considering the development of property they own within the Quinlan Subdivision Plat that includes a portion of May Street. As noted on the attachment, this is an area bounded by Rogers Rd to the west, High St to the north and Bradley St to the east. To proceed with the development, because a portion of May St is recorded in the original Plat, the Plat must be revised to vacate portions of the street prior to development.

Michigan Law sets specific requirements to revise the Plat and vacate this street. First, a lawsuit must be filed by the owners asking the court to vacate the sections of the streets and alleys and naming as defendants all persons owning in interest in property within 300 feet of those streets and alleys. The West DDA's interest is the result of recorded easements that are within 300 feet of the streets and alleys. By approving the attached Consent to Revise Plat, the West DDA will be released as a defendant in the Fisher Transportation Company court filing, case #19-15969-CZ, allowing the development to proceed. All recorded easements and enumerated rights, in the name of the West DDA, will continue to exist.

**SCOPE OF SERVICES**

Not applicable

**JUSTIFICATION**

Approval of the Consent to Revise Plat will facilitate the development of a business expansion which will add to the tax base of the Township and potentially increase tax captures by the West DDA.

**PROJECT IMPROVEMENTS**

The following Board of Trustees goals are addressed in this review (From Policy 1.0: Global End)

- Community well-being and common good
- Prosperity through economic diversity, cultural diversity, and social diversity
- Commerce

**COSTS**

Not applicable

**PROJECT TIME TABLE**

Not applicable

**RESOLUTION**

Be it resolved that the attached Consent to Revise Plat is approved, to allow the Township Manager to sign all requisite documents to effectuate this action.

Resolved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Date Signed: \_\_\_\_\_

Yes:

No:

Absent:

\_\_\_\_\_  
EDA CHAIRPERSON

**CONSENT TO REVISE PLAT**

The West Downtown Development Authority (a/k/a Downtown Development Authority a/k/a Economic Development Authority) (“WDDA”) within the Charter Township of Union has been named as a Defendant in the legal action filed in the Isabella County Trial Court entitled *Fisher Transportation Company, et al v Union Township, et al*, Case No: 19-15969-CZ.

The WDDA owns property located within 300 feet of Plaintiffs’ property as described in Plaintiffs’ Complaint, or the WDDA is required to be named as a Defendant by Michigan Compiled Laws 560.221 *et seq.*

The WDDA has read Plaintiffs’ Complaint and does not object to the vacation of the streets and alleys in Plaintiffs’ portion of the “Quinlan’s Subdivision Plat,” Union Township, Isabella County, Michigan, as described in Plaintiffs’ Complaint. So long as any Judgment entered in the matter does not alter any of the WDDA’s easements of record, the WDDA consents to entry of Judgment as requested by Plaintiffs in their Complaint, and waives all further notice of these proceedings.

WEST DOWNTOWN DEVELOPMENT  
AUTHORITY a/k/a DOWNTOWN  
DEVELOPMENT AUTHORITY a/k/a  
ECONOMIC DEVELOPMENT AUTHORITY

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Printed: \_\_\_\_\_

Its: Authorized Agent