



**Economic Development Authority Board (EDA)  
Regular Meeting – Township Hall  
Tuesday January 21, 2020  
5:15 p.m.**

**AGENDA**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF REGULAR MEETING MINUTES DECEMBER 17, 2019
5. PUBLIC COMMENT
6. REPORTS
  - A. ACCOUNTS PAYABLE APPROVAL – DECEMBER  
EAST DDA DISTRICT #248 – **CHECK REGISTER**  
WEST DDA DISTRICT #250 - **NONE**
  - B. DECEMBER FINANCIAL REPORTS: INCOME/EXPENSE STATEMENT; BALANCE SHEET  
EAST DDA DISTRICT #248  
WEST DDA DISTRICT #250
  - C. BOARD MEMBER EXPIRATION MATRIX
7. NEW BUSINESS
  - A. 2020 FESTIVAL OF BANNERS – APPROVAL TO PARTICIPATE
8. PENDING BUSINESS
9. ADJOURNMENT UNTIL NEXT REGULAR EDA MEETING: FEBRUARY 18, 2020

**Charter Township of Union  
Economic Development Authority Board (EDA)  
Regular Board Meeting  
Tuesday December 17, 2019**

**MINUTES**

**CALL TO ORDER**

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

**ROLL CALL**

Present: Kequom, Zalud, Hunter, Gunning, Coyne, Barz, Figg

Excused: Johnson

Absent: Bacon, Smith, Chowdhary

Others Present: Mark Stuhldreher – Township Manager, Sherrie Teall – Finance Director, Amy Peak-Building Dept. Clerk, Rodney Nanney – Community & Economic Development Director

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

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

**MOTION CARRIED 7-0.**

**PUBLIC COMMENT** – None

Manager Stuhldreher introduced Mr. Rodney Nanney to the Board. Mr. Nanney will be joining the Township on January 6, 2020 as the new Community & Economic Development Director.

**ACCOUNTS PAYABLE/ FINANCIAL STATEMENTS**

Manager Stuhldreher reviewed the accounts payable for the East DDA.

MOTION by **Zalud** SUPPORTED by **Figg** to APPROVE the East DDA payables 11/20/19 – 12/17/19 in the amount of \$8,254.17 as presented. **MOTIONED CARRIED 7-0.**

Manager Stuhldreher reviewed the accounts payable for the West DDA.

MOTION by **Coyne** SUPPORTED by **Barz** to APPROVE the West DDA payables 11/20/19 – 12/17/19 in the amount of \$773.75 as presented. **MOTION CARRIED 7-0.**

Manager Stuhldreher reviewed financial reports.

November Financial reports were RECEIVED AND FILED by Chairman Kequom.

**NEW BUSINESS**

- A. Receipt of PA 57 implementation / compliance report. Manager Stuhldreher gave an overview of the PA 57. Discussion held.

**PENDING BUSINESS** - None

**GENERAL DISCUSSION:**

- Holiday Lighting on Isabella Rd
- Possible Lincoln Rd project start date.

Reminder of the next scheduled EDA meeting on January 21, 2020.

Meeting was adjourned by Chairman Kequom at 5:45 p.m.

**APPROVED BY**

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

01/15/2020 08:25 PM  
 User: SHERRIE  
 DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION  
 CHECK DATE FROM 12/18/2019 - 01/21/2020

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 248 EDDA CHECKING						
12/20/2019	248	55 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	1940 S ISABELLA	65.20
					2027 FLORENCE	142.39
					4923 E PICKARD	171.31
					4675 E PICKARD	143.03
					4592 E PICKARD STE B	28.11
					4592 E PICKARD STE A	150.40
					5771 E PICKARD STE B	27.96
					5771 E PICKARD STE A	297.65
					5770 E PICKARD STE B	27.96
					5770 E PICKARD STE A	323.69
					5325 E PICKARD	214.32
					2029 2ND	210.90
					5157 E PICKARD STE B	28.11
					5157 E PICKARD STE A	138.55
					4900 E PICKARD	153.91
						<u>2,123.49</u>
01/21/2020	248	4140	00072	BLOCK ELECTRIC	PHOTO EYE & FUSE REPLACEMENT	174.45
					PHOTO EYE CHANGE	131.85
					REMOVE TORN BANNERS	220.00
						<u>526.30</u>
01/21/2020	248	4141	00722	CHARTER TOWNSHIP OF UNION	Q4 UTILITY BILLING - EDDA	4,012.00
01/21/2020	248	4142	00249	GILL-ROY'S HARDWARE	PADLOCK/KEY FOR STORAGE UNIT	17.97
01/21/2020	248	4143	00450	M M I	PARK BENCH/GROUND MAINT-DEC 2019	354.00
						<u>354.00</u>
248 TOTALS:						
Total of 5 Disbursements:						7,033.76

PERIOD ENDING 12/31/2019

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	258.10		1,000.00	1,000.00		334.44	33.44
248-000-445.000	INTEREST ON TAXES	372.92		500.00	500.00		185.91	37.18
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	17,699.07		10,000.00	18,000.00		23,003.42	127.80
248-000-671.000	OTHER REVENUE	11,765.69		100.00	100.00		12,734.89	2,734.89
Total Dept 000 - NONE		480,978.99		437,350.00	470,350.00		504,108.20	107.18
TOTAL REVENUES		480,978.99		437,350.00	470,350.00		504,108.20	107.18
Expenditures								
Dept 000 - NONE								
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	5,170.75		5,570.00	11,070.00		10,611.82	95.86
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		17,760.00	107.64
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	17,949.05		12,000.00	30,000.00		32,645.08	108.82
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	18,067.00		18,000.00	18,000.00		19,570.50	108.73
248-000-801.015	STREET LIGHT BANNERS/CHRISTMAS	18,851.91		20,000.00	20,000.00		18,793.16	93.97
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	14,093.04		12,500.00	14,100.00		15,686.45	111.25
248-000-920.000	ELECTRIC/NATURAL GAS	10,193.87		12,000.00	12,000.00		10,763.48	89.70
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.	39.00		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		108,150.65		216,420.00	261,320.00		189,250.04	72.42
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	159,851.58		0.00	0.00		0.00	0.00
248-728-967.300	SEWER SYSTEM PROJECTS	19,235.00		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		286,129.88		160,260.00	160,260.00		0.00	0.00
TOTAL EXPENDITURES		458,293.53		440,680.00	486,080.00		255,561.04	52.58

User: SHERRIE

DB: Union

PERIOD ENDING 12/31/2019

GL NUMBER	DESCRIPTION	YTD BALANCE		2019		YTD BALANCE		% BDGT USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 248 - EAST DDA FUND								
	TOTAL REVENUES		480,978.99	437,350.00	470,350.00		504,108.20	107.18
	TOTAL EXPENDITURES		458,293.53	440,680.00	486,080.00		255,561.04	52.58
	NET OF REVENUES & EXPENDITURES		22,685.46	(3,330.00)	(15,730.00)		248,547.16	1,580.08

User: SHERRIE

DB: Union

PERIOD ENDING 12/31/2019

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	8,275.09		7,000.00	14,000.00	20,288.70		144.92
Total Dept 000 - NONE		609,558.04		307,450.00	314,450.00	326,723.18		103.90
TOTAL REVENUES		609,558.04		307,450.00	314,450.00	326,723.18		103.90
Expenditures								
Dept 000 - NONE								
250-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	300.00		870.00	6,370.00	5,115.63		80.31
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	167,408.77		31.21
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	19,256.35		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		19,256.35		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	272,663.31		0.00	0.00	0.00		0.00
Total Dept 996 - TRANSFER OUT		272,663.31		0.00	0.00	0.00		0.00
TOTAL EXPENDITURES		337,861.66		616,470.00	832,715.00	216,560.77		26.01
Fund 250 - WEST DDA FUND:								
TOTAL REVENUES		609,558.04		307,450.00	314,450.00	326,723.18		103.90
TOTAL EXPENDITURES		337,861.66		616,470.00	832,715.00	216,560.77		26.01
NET OF REVENUES & EXPENDITURES		271,696.38		(309,020.00)	(518,265.00)	110,162.41		21.26
TOTAL REVENUES - ALL FUNDS								
TOTAL REVENUES - ALL FUNDS		1,090,537.03		744,800.00	784,800.00	830,831.38		105.87
TOTAL EXPENDITURES - ALL FUNDS								
TOTAL EXPENDITURES - ALL FUNDS		796,155.19		1,057,150.00	1,318,795.00	472,121.81		35.80
NET OF REVENUES & EXPENDITURES		294,381.84		(312,350.00)	(533,995.00)	358,709.57		67.17

Fund 248 EAST DDA FUND

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	2,927.27
248-000-002.000	SAVINGS	439,090.65
248-000-003.001	CERTIFICATE OF DEPOSIT	935,326.11
248-000-123.000	PREPAID EXPENSES	1,297.69
<b>Total Assets</b>		<b>1,378,641.72</b>
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	4,892.30
<b>Total Liabilities</b>		<b>4,892.30</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>248,547.16</b>
<b>Ending Fund Balance</b>		<b>1,373,749.42</b>
<b>Total Liabilities And Fund Balance</b>		<b>1,378,641.72</b>

Fund 250 WEST DDA FUND

GL Number	Description	Balance
*** Assets ***		
250-000-001.000	CASH	7,264.47
250-000-002.000	SAVINGS	189,264.98
250-000-002.001	SHARES	53.70
250-000-003.001	CERTIFICATE OF DEPOSIT	929,643.98
<b>Total Assets</b>		<b>1,126,227.13</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>110,162.41</b>
<b>Ending Fund Balance</b>		<b>1,126,227.13</b>
<b>Total Liabilities And Fund Balance</b>		<b>1,126,227.13</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	James	Thering Jr.	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- PC Rep	Ryan	Buckley	2/18/2021
2 - Chair	Andy	Theisen	12/31/2022
3 - Vice Chair	Liz	Presnell	12/31/2022
4 - Secretary	Taylor	Sheahan-Stahl	12/31/2021
5 - Vice Secretary	Judy	Lannen	12/31/2022
Alt. #1	Brandon	LaBelle	12/31/2022
Alt. #2	Jim	Engler	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	12/31/2021
2	Richard	Jakubiec	12/31/2021
3	Andy	Theisen	12/31/2021
Hannah's Bark Park Advisory Board (2 Members from Township) 2 year term			
1	Mark	Stuhldreher	12/31/2020
2	John	Dinse	12/31/2021
Chippewa River District Library Board 4 year term			
1	Ruth	Helwig	12/31/2023
2	Lynn	Laskowsky	12/31/2021



## Board Expiration Dates

EDA Board Members (11 Members) 4 year term			
#	F Name	L Name	Expiration Date
1-BOT Representative	Ben	Gunning	11/20/2020
2	Thomas	Kequom	4/14/2023
3	James	Zalud	4/14/2023
4	Richard	Barz	2/13/2021
5	Robert	Bacon	1/13/2023
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	Robert	Sommerville	12/31/2022
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 BOARD ACTION

<b>To:</b> EDA Board	<b>DATE:</b> January 10, 2020
<b>FROM:</b> Mark Stuhldreher, Township Manager	<b>DATE FOR BOARD CONSIDERATION:</b> 1/21/2020
<b>ACTION REQUESTED:</b> Board approval to participate in the 2020 Festival of Banners event.	

Current Action  Emergency

Funds Budgeted: If Yes  Account # 248-000-801.015 No  N/A

Finance Approval  MDS

### BACKGROUND INFORMATION

Inaugurated in 2009, the Festival of Banners was created as a signature event designed to bring attention and visitors to Isabella County, thereby increasing participation in local events. Community participants include: City of Mt. Pleasant, Union Township, CMU Campus Connection and the Village of Shepherd, with event locations in downtown Mt. Pleasant, CMU campus, Union Township and Shepherd.

To thank our event sponsors the back of each banner will display the name and logo of the sponsoring entities. The entities include the City of Mt. Pleasant, Union Township, Isabella Bank, Mercantile Bank, and the Saginaw Chippewa Indian Tribe.

### SCOPE OF SERVICES

Art Reach of Mid-Michigan will coordinate the effort to purchase and create (78) banners to be placed on Pickard Street within the East Downtown Development District.

### JUSTIFICATION

To encourage economic growth within the district by creating an attractive streetscape which, in turn will increase tourism and economic activity as called for in the Development Plan.

### PROJECT IMPROVEMENTS

The following Board of Trustees goals are addressed with the adoption of these budgets (From Policy 1.0: Global End)

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

### COSTS

\$4,500

### PROJECT TIME TABLE

May 2020 - November 2020

**RESOLUTION**

Authorization is hereby given to participate in the 2020 Festival of Banners event via the purchase, creation, installation and removal of 78 banners along Pickard Street at a cost of \$4,500.

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

Yes:  
No:  
Absent:

\_\_\_\_\_  
EDA Chairperson