

### Economic Development Authority Board (EDA) Regular Meeting – Township Hall Tuesday February 18, 2020 5:15 p.m.

## AGENDA

- 1. CALL TO ORDER
- 2. ROLL CALL
- 3. APPROVAL OF AGENDA
- 4. APPROVAL OF REGULAR MEETING MINUTES JANUARY 21, 2020
- 5. PUBLIC COMMENT
- 6. REPORTS
  - A. <u>ACCOUNTS PAYBLE APPROVAL JANUARY</u> EAST DDA DISTRICT #248 – **CHECK REGISTER** WEST DDA DISTRICT #250 - **CHECK REGISTER**
  - B. JANUARY 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: MARCH 17, 2020

#### Charter Township of Union Economic Development Authority Board (EDA) Regular Board Meeting Tuesday January 21, 2020

#### **MINUTES**

#### CALL TO ORDER

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

#### ROLL CALL

Present: Bacon, Smith, Hunter, Johnson, Kequom, Barz, Figg, Gunning (5:17), Zalud (5:18) Excused: Chowdhary, Coyne Absent:

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

#### APPROVAL OF AGENDA

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

#### **APPROVAL OF MINUTES**

MOTION by **Figg** SUPPORTED by **Smith** to APPROVE minutes from the December 17, 2019 regular meeting as presented. MOTION **CARRIED** 8-0.

#### PUBLIC COMMENT - None

#### **REPORTS**

#### ACCOUNTS PAYABLE/ FINANCIAL STATEMENTS

Township Manager Stuhldreher reviewed the accounts payable for the East DDA.

MOTION by **Figg** SUPPORTED by **Bacon** to APPROVE the East DDA payables 12/18/19 - 1/21/2020 in the amount of \$7,033.76 as presented and to follow up on when irrigation system along Pickard was shut down and winterized. MOTION **CARRIED** 9-0.

Manager Stuhldreher reviewed financial reports. December Financial reports were RECEIVED AND FILED by Chairman Kequom.

#### NEW BUSINESS

# A. <u>Action Item: Board approval to participate in the 2020 Festival of Banners event.</u> Manager Stuhldreher reviewed RFBA. Discussion held. MOTION by Bacon, SUPPORT by Smith to APPROVE the Request for Board Action Item as presented. 9 - YES, 0 – NO, 2 – ABSENT. Motion CARRIED 9 – 0.

#### **GENERAL DISCUSSION:**

- Irrigation on Pickard
- Possible expansion of Festival of Banners
- Lincoln road project and possible start date
- Sidewalks and lighting on E. Bluegrass

Reminder of the next scheduled EDA meeting on February 18, 2020

Meeting was adjourned by Chairman Kequom at 5:46 p.m.

#### **APPROVED BY**

**Chair Kequom** 

(Recorded by Amy Peak)

02/12/2020 01:26 PM User: SHERRIE

DB: Union

## CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION

CHECK DATE FROM 01/22/2020 - 02/18/2020

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
ank 248 EI	DA CHE	CKING				
1/23/2020	248	56(E)	00146	CONSUMERS ENERGY PAYMENT CENTER	1940 S ISABELLA	145.48
272072020	210	00(1)	00110		2027 FLORENCE	119.73
					4923 E PICKARD	160.47
					4675 E PICKARD	156.66
					4592 E PICKARD STE B	26.06
					4592 E PICKARD STE A	155.41
					5771 E PICKARD STE B	26.06
					5771 E PICKARD STE A	276.37
					5770 E PICKARD STE B	26.06
					5770 PICKARD STE A	239.55
					5325 E PICKARD	204.51
					2029 2ND	202.82
					5157 E PICKARD B	26.06
					5157 E PICKARD STE A	129.41
					4900 E PICKARD	142.80
						2,037.45
2/18/2020	248	4144	00021	ALWOOD LANDSCAPING NURSERY, INC	HARDWOOD MULCH EDDA	1,188.00
2/18/2020	248	4145	01203	ART REACH OF MID MICHIGAN	NEW BANNERS FOR PICKARD-2020	4,500.00
2/18/2020	248	4146	00072	BLOCK ELECTRIC	STREET LIGHT FUSE REPLACEMENT	436.45
					UNDERGROUND CONDUIT REPAIR-STREET LIGHTS	1,431.91
					REINSTALL DAMAGED/REPAIRED BANNERS	165.00
						2,033.36
2/18/2020	248	4147	00450	MMI	PARK BENCH/GROUND MAINT-JAN 2020	177.00
2/18/2020	248	4148	00437	MIDDLE MICHIGAN DEVELOPMENT CORP	MMDC 2020 ANNUAL CLIENT FEE-EDDA	2,500.00
2/18/2020	248	4149	00676	UNION TOWNSHIP SEWER FUND	SEWER PUMP STATION #1 ENGINEERING-YTD 12	7,951.87
2/18/2020	248	4150	00677	UNION TOWNSHIP WATER FUND	WATER MAIN LOOP PROJECT-PICKARD/SUMMERTO	3,996.88

Total of 8 Disbursements:

24,384.56

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02/13/2020 01:44 PM User: SHERRIE

DB: Union

# CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION

CHECK DATE FROM 01/22/2020 - 02/18/2020

Check Date Bank Check Vendor Vendor Name Description Amount Bank 250 WDDA CHECKING 02/18/2020 250 236 00437 MIDDLE MICHIGAN DEVELOPMENT CORP MMDC 2020 ANNUAL CLIENT FEE - WDDA 2,500.00 02/18/2020 250 237 00676 7,857.60 UNION TOWNSHIP SEWER FUND SEWER PUMP STATION #14 PROJECT-AMOUNT BI 02/18/2020 250 238 00676 UNION TOWNSHIP SEWER FUND PUMP STATION #14 CONSTRUCTION-PROGRESS P 99,352.14 250 TOTALS: Total of 3 Checks: 109,709.74 Less 0 Void Checks: 0.00

Total of 3 Disbursements:

109,709.74

#### 02/13/2020 01:55 PM

#### REVENUE AND EXPENDITURE REPORT FOR CHARTER TOWNSHIP OF UNION

User: SHERRIE DB: Union

#### PERIOD ENDING 01/31/2020

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GL NUMBER	DESCRIPTION	YTD BALANCE 01/31/2019 NORMAL (ABNORMAL)	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	YTD BALANCE 01/31/2020 NORMAL (ABNORMAL)	% BDGT USED
Fund 248 - EAST DD					,	
Revenues	A FOND					
Dept 000 - NONE						
248-000-402.000	CURRENT PROPERTY TAX	0.00	435,000.00	435,000.00	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	300.00	300.00	0.00	0.00
248-000-445.000	INTEREST ON TAXES	0.00	500.00	500.00	0.00	0.00
248-000-573.000	STATE AID REVENUE-LCSA	0.00	55,000.00	55,000.00	0.00	0.00
248-000-665.000 248-000-671.000	INTEREST EARNED OTHER REVENUE	1,318.40 0.00	18,000.00 100.00	18,000.00 100.00	1,583.26 0.00	8.80 0.00
248-000-871.000	OINER REVENUE	0.00	100.00	100.00	0.00	0.00
Total Dept 000 - N	ONE	1,318.40	504,650.00	504,650.00	1,583.26	0.31
TOTAL REVENUES		1,318.40	504,650.00	504,650.00	1,583.26	0.31
		1,010110	001,000100		1,000.20	0.01
Expenditures						
Dept 000 - NONE 248-000-801.000		2,721.25	9,800.00	9,800.00	2,500.00	25.51
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES MAINT- BENCHES/TRASH RECEPTACLES	0.00	10,000.00	10,000.00	2,300.00	1.77
248-000-801.003	SIDEWALK SNOWPLOWING	5,000.00	10,000.00	10,000.00	0.00	0.00
248-000-801.004	RIGHT OF WAY LAWN CARE	0.00	16,500.00	16,500.00	0.00	0.00
248-000-801.005	IRRIGATION / LIGHTING REPAIRS	0.00	30,000.00	30,000.00	436.45	1.45
248-000-801.007	FLOWER / LANDSCAPE MAINTENANCE	0.00	18,500.00	18,500.00	0.00	0.00
248-000-801.015	STREET LIGHT BANNERS/CHRISTMAS	4,500.00	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
248-000-900.000 248-000-917.000	PRINTING & PUBLISHING WATER TO IRRIGATION SYSTEM	0.00 0.00	250.00 14,200.00	250.00 14,200.00	0.00 0.00	0.00 0.00
248-000-920.000	ELECTRIC/NATURAL GAS	2,052.56	12,000.00	12,000.00	2,037.45	16.98
248-000-935.000	PROPERTY/LIABILITY INSURANCE	1,255.17	1,500.00	1,500.00	0.00	0.00
248-000-940.000	LEASE/RENT	0.00	700.00	700.00	0.00	0.00
248-000-955.000	MISC.	0.00	50.00	50.00	17.97	35.94
248-000-967.000	PROJECTS	3,644.00	0.00	0.00	0.00	0.00
Total Dept 000 - N	ONE	19,172.98	144,000.00	144,000.00	9,668.87	6.71
Dept 336 - FIRE DE	PARTMENT					
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	0.00	66,000.00	66,000.00	0.00	0.00
Total Dept 336 - F	IRE DEPARTMENT	0.00	66,000.00	66,000.00	0.00	0.00
Dept 728 - ECONOMI	C DEVELOPMENT					
248-728-967.300	SEWER SYSTEM PROJECTS	0.00	160,260.00	160,260.00	0.00	0.00
248-728-967.600	PARKS PROJECTS	0.00	107,000.00	107,000.00	0.00	0.00
Total Dept 728 - E	CONOMIC DEVELOPMENT	0.00	267,260.00	267,260.00	0.00	0.00
TOTAL EXPENDITURES		19,172.98	477,260.00	477,260.00	9,668.87	2.03
TOTIL DALENDITONED		19,172.90	1,,,200.00	1,,,200.00	3,000.07	2.00
Fund 248 - EAST DD TOTAL REVENUES	A FUND:	1,318.40	504,650.00	504,650.00	1,583.28	0.31

02/13/2020 01:55 PM User: SHERRIE DB: Union			REVENUE AND EXPENDITURE REPORT FOR CHARTER TOWNSHIP OF UNION			Page: 2/3	
		PERIOD ENDING 01/31/2020					
		YTD BALANCE	2020		YTD BALANCE		
		01/31/2019	ORIGINAL	2020	01/31/2020	% BDGT	
GL NUMBER	DESCRIPTION	NORMAL (ABNORMAL)	BUDGET	AMENDED BUDGET	NORMAL (ABNORMAL)	USED	
Fund 248 - EAST	I DDA FUND						
TOTAL EXPENDITU	URES	19,172.98	477,260.00	477,260.00	9,668.87	2.03	
NET OF REVENUES & EXPENDITURES		(17,854.58)	27,390.00	27,390.00	(8,085.61)	29.52	

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#### REVENUE AND EXPENDITURE REPORT FOR CHARTER TOWNSHIP OF UNION

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#### PERIOD ENDING 01/31/2020

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GL NUMBER	DESCRIPTION	YTD BALANCE 01/31/2019 NORMAL (ABNORMAL)	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	YTD BALANCE 01/31/2020 NORMAL (ABNORMAL)	% BDGT USED
Fund 250 - WEST DI	DA FUND					
Revenues Dept 000 - NONE						
250-000-402.000	CURRENT PROPERTY TAX	0.00	320,000.00	320,000.00	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 0.00
250-000-445.000 250-000-665.000	INTEREST ON TAXES INTEREST EARNED	0.00 853.40	250.00 14,000.00	250.00 14,000.00	0.00 1,176.97	0.00 8.41
			,	,	,	
Total Dept 000 - N	NONE	853.40	330,450.00	330,450.00	1,176.97	0.36
TOTAL REVENUES		853.40	330,450.00	330,450.00	1,176.97	0.36
Expenditures						
Dept 000 - NONE			4 000 00	4 000 00	0 500 00	50 50
250-000-801.000 250-000-967.400	PROFESSIONAL & CONTRACTUAL SERVICES STREET/ROAD PROJECTS	2,500.00 0.00	4,200.00 330,000.00	4,200.00 330,000.00	2,500.00 0.00	59.52 0.00
200 000 007.100	011221,1012 11002010				0.00	0.00
Total Dept 000 - N	IONE	2,500.00	334,200.00	334,200.00	2,500.00	0.75
Dept 336 - FIRE DE	EPARTMENT					
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	0.00	49,000.00	49,000.00	0.00	0.00
Total Dept 336 - E	FIRE DEPARTMENT	0.00	49,000.00	49,000.00	0.00	0.00
Dept 728 - ECONOMI	IC DEVELOPMENT					
250-728-967.500	SIDEWALK/PATHWAY PROJECTS	0.00	70,000.00	70,000.00	0.00	0.00
Total Dept 728 - E	ECONOMIC DEVELOPMENT	0.00	70,000.00	70,000.00	0.00	0.00
TOTAL EXPENDITURES	~	2,500.00	453,200.00	453,200.00	2,500.00	0.55
TOTAL EXPENDITORES	5	2,500.00	453,200.00	453,200.00	2,500.00	0.55
Fund 250 - WEST DI	DA FUND:	<u> </u>		·		
TOTAL REVENUES		853.40	330,450.00	330,450.00	1,176.97	0.36
TOTAL EXPENDITURES		2,500.00	453,200.00	453,200.00	2,500.00	0.55
NET OF REVENUES &	EXPENDITURES	(1,646.60)	(122,750.00)	(122,750.00)	(1,323.03)	1.08
TOTAL REVENUES - A		2,171.80	835,100.00	835,100.00	2,760.23	0.33
TOTAL REVENUES - F		21,672.98	930,460.00	930,460.00	12,168.87	1.31
NET OF REVENUES &		(19,501.18)	(95,360.00)	(95,360.00)	(9,408.64)	9.87

Fund 248 EAST DDA FUND

GL Number	Description	Balance
*** Assets ***		
248-000-001.000 248-000-002.000 248-000-003.001 248-000-123.000	CASH SAVINGS CERTIFICATE OF DEPOSIT PREPAID EXPENSES	35,981.19 399,449.44 937,346.54 1,297.69
Total As		1,374,074.86
*** Liabilities	***	
248-000-202.000	ACCOUNTS PAYABLE	22,347.11
Total Li	abilities	22,347.11
*** Fund Balanc	e ***	
248-000-370.379	RESTRICTED FUND BALANCE	1,125,202.26
Total Fu	nd Balance	1,125,202.26
Beginnin	g Fund Balance - 2019	1,125,202.26
*2019 En Net of F Ending F	evenues VS Expenditures - 2019 d FB/2020 Beg FB evenues VS Expenditures - Current Year 'und Balance abilities And Fund Balance	234,611.10 1,359,813.36 (8,085.61) 1,351,727.75 1,374,074.86

\* Year Not Closed

Fund 250 WEST DDA FUND

CASH	7,264.47
SAVINGS	189,409.25
SHARES	53.70
CERTIFICATE OF DEPOSIT	931,618.80
INTEREST RECEIVABLE	14.70
sets	1,128,360.92
; ***	
ACCOUNTS PAYABLE	109,709.74
abilities	109,709.74
:e ***	
RESTRICTED FUND BALANCE	1,016,064.72
Ind Balance	1,016,064.72
ng Fund Balance - 2019	1,016,064.72
Revenues VS Expenditures - 2019	3,909.49
	1,019,974.21
	(1,323.03)
	1,018,651.18 1,128,360.92
	SHARES CERTIFICATE OF DEPOSIT INTEREST RECEIVABLE seets

\* Year Not Closed

# Charter Township

Planning Commissio	on Board Members (9 Me	mbers) 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	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 Boar	d of Appeals Members (5	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 N		
#	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
Citizer	ns Task Force on Sustaina	bility (4 Members) 2 year	term
#	F Name	L Name	Expiration Date
1	Don	Long	12/31/2020
2	Mike	Lyon	12/31/2020
3	vacan	t seat	12/31/2018
4-BOT Representative	vacan	t seat	11/20/2020
· · · · · ·	nstruction Board of Appea	als (3 Members) 2 year te	rm
#	F Name	L Name	Expiration Date
1	Colin	Herron	12/31/2021
2	Richard	Jakubiec	12/31/2021
3	Andy	Theisen	12/31/2021
	'	Members from Township	
1	Mark	Stuhldreher	12/31/2020
2	John	Dinse	12/31/2021
	Chippewa River District L		, , -
	Ruth	Helwig	12/31/2023
1	Nutri	TICIWIS	12/31/2023



# 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	Sarvijit	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	Vac	ant				
Cultural and	d Recreational Commissio	n (1 seat from Township)	3 year term			
#	F Name	L Name	Expiration Date			
1	Robert	Sommerville	12/31/2022			
Sidew	alks and Pathways Prioriti	zation 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			