



Economic Development Authority meeting cancelled
after due consideration of the current COVID19 virus outbreak
and uncertainty of having a quorum of members present.

Date: March 17, 2020

Time: 5:15 p.m.

Place: Union Township Hall

Posted on March 17, 2020

Mark Stuhldreher, Charter Township of Union Manager



**Economic Development Authority Board (EDA)
Regular Meeting – Township Hall
Tuesday March 17, 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. ACCOUNTS PAYABLE APPROVAL – JANUARY / FEBRUARY
EAST DDA DISTRICT #248 – **CHECK REGISTER**
WEST DDA DISTRICT #250 – **CHECK REGISTER**
 - B. FEBRUARY FINANCIAL REPORTS: INCOME/EXPENSE STATEMENT; BALANCE SHEET
EAST DDA DISTRICT #248
WEST DDA DISTRICT #250
 - C. BOARD MEMBER EXPIRATION MATRIX
 - D. WATER AND SEWER PROJECTS PROGRESS REPORT
7. NEW BUSINESS
8. PENDING BUSINESS
9. ADJOURNMENT UNTIL NEXT REGULAR EDA MEETING: APRIL 21, 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. Action Item: Board approval to participate in the 2020 Festival of Banners event.

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)

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 248 EDDA CHECKING						
01/23/2020	248	56 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	1940 S ISABELLA	145.48
					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
						<u>2,037.45</u>
02/18/2020	248	4144	00021	ALWOOD LANDSCAPING NURSERY, INC	HARDWOOD MULCH EDDA	1,188.00
02/18/2020	248	4145	01203	ART REACH OF MID MICHIGAN	NEW BANNERS FOR PICKARD-2020	4,500.00
02/18/2020	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
						<u>2,033.36</u>
02/18/2020	248	4147	00450	M M I	PARK BENCH/GROUND MAINT-JAN 2020	177.00
02/18/2020	248	4148	00437	MIDDLE MICHIGAN DEVELOPMENT CORP	MMDC 2020 ANNUAL CLIENT FEE-EDDA	2,500.00
02/18/2020	248	4149	00676	UNION TOWNSHIP SEWER FUND	SEWER PUMP STATION #1 ENGINEERING-YTD 12	7,951.87
02/18/2020	248	4150	00677	UNION TOWNSHIP WATER FUND	WATER MAIN LOOP PROJECT-PICKARD/SUMMERTO	3,996.88

248 TOTALS:

Total of 8 Disbursements:

24,384.56

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	UNION TOWNSHIP SEWER FUND	SEWER PUMP STATION #14 PROJECT-AMOUNT BI	7,857.60
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:						<u>109,709.74</u>

03/11/2020 03:31 PM
User: SHERRIE
DB: Union

CHECK REGISTER FOR CHARTER TOWNSHIP OF UNION
CHECK DATE FROM 02/19/2020 - 03/17/2020

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 248 EDDA CHECKING						
02/24/2020	248	57 (E)	00146	CONSUMERS ENERGY PAYMENT CENTER	1940 S ISABELLA 2027 FLORENCE 4923 E PICKARD 4675 E PICKARD 4592 E PICKARD STE B 4592 E PICKARD STE A 5771 E PICKARD STE B 5771 E PICKARD STE A 5770 E PICKARD STE B 5770 E PICKARD STE A 5325 E PICKARD 2029 2ND 5157 E PICKARD STE B 5157 E PICKARD STE A 4900 E PICKARD	48.85 37.89 47.54 42.78 25.90 50.10 26.05 90.73 26.05 74.96 72.18 77.85 26.05 40.89 40.77 <hr/> 728.59
03/17/2020	248	4151	00188	DOUG'S SMALL ENGINE	SIDEWALK SNOWPLOWING ON PICKARD-FEB 20 SIDEWALK SNOWPLOWING ON PICKARD-FEB 20 SIDEWALK SNOWPLOWING ON PICKARD-DEC 19 SIDEWALK SNOWPLOWING ON PICKARD-JAN 20	1,400.00 700.00 1,400.00 1,600.00 <hr/> 5,100.00
03/17/2020	248	4152	00450	M M I	PARK BENCH GROUND MAINT-FEB 20	<hr/> 177.00
248 TOTALS:						
Total of 3 Disbursements:						6,005.59

PERIOD ENDING 02/29/2020

GL NUMBER	DESCRIPTION	YTD BALANCE		2020		YTD BALANCE		% BGD USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2020 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 248 - EAST DDA FUND								
Revenues								
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	INTEREST EARNED	2,801.53		18,000.00	18,000.00		3,926.06	21.81
248-000-671.000	OTHER REVENUE	0.00		100.00	100.00		30.60	30.60
Total Dept 000 - NONE		2,801.53		504,650.00	504,650.00		3,956.66	0.78
TOTAL REVENUES		2,801.53		504,650.00	504,650.00		3,956.66	0.78
Expenditures								
Dept 000 - NONE								
248-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	2,809.75		9,800.00	9,800.00		2,500.00	25.51
248-000-801.001	MAINT- BENCHES/TRASH RECEPTACLES	0.00		10,000.00	10,000.00		354.00	3.54
248-000-801.003	SIDEWALK SNOWPLOWING	7,900.00		10,000.00	10,000.00		3,700.00	37.00
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	131.85		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	PRINTING & PUBLISHING	0.00		250.00	250.00		0.00	0.00
248-000-917.000	WATER TO IRRIGATION SYSTEM	0.00		14,200.00	14,200.00		0.00	0.00
248-000-920.000	ELECTRIC/NATURAL GAS	2,834.40		12,000.00	12,000.00		2,766.04	23.05
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	15,510.00		0.00	0.00		0.00	0.00
Total Dept 000 - NONE		34,941.17		144,000.00	144,000.00		14,274.46	9.91
Dept 336 - FIRE DEPARTMENT								
248-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	0.00		66,000.00	66,000.00		0.00	0.00
Total Dept 336 - FIRE DEPARTMENT		0.00		66,000.00	66,000.00		0.00	0.00
Dept 728 - ECONOMIC 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 - ECONOMIC DEVELOPMENT		0.00		267,260.00	267,260.00		0.00	0.00
TOTAL EXPENDITURES		34,941.17		477,260.00	477,260.00		14,274.46	2.99
Fund 248 - EAST DDA FUND:								
TOTAL REVENUES		2,801.53		504,650.00	504,650.00		3,956.66	0.78

User: SHERRIE

DB: Union

PERIOD ENDING 02/29/2020

GL NUMBER	DESCRIPTION	YTD BALANCE 02/28/2019		2020		YTD BALANCE 02/29/2020		% BGD USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2020 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 248 - EAST DDA FUND								
TOTAL EXPENDITURES			34,941.17	477,260.00	477,260.00		14,274.46	2.99
NET OF REVENUES & EXPENDITURES			(32,139.64)	27,390.00	27,390.00		(10,317.80)	37.67

User: SHERRIE

DB: Union

PERIOD ENDING 02/29/2020

GL NUMBER	DESCRIPTION	YTD BALANCE		2020		YTD BALANCE		% BGD USED
		NORMAL	(ABNORMAL)	ORIGINAL BUDGET	2020 AMENDED BUDGET	NORMAL	(ABNORMAL)	
Fund 250 - WEST DDA 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
250-000-445.000	INTEREST ON TAXES	0.00		250.00	250.00		0.00	0.00
250-000-665.000	INTEREST EARNED	2,305.61		14,000.00	14,000.00		3,242.05	23.16
Total Dept 000 - NONE		2,305.61		330,450.00	330,450.00		3,242.05	0.98
TOTAL REVENUES		2,305.61		330,450.00	330,450.00		3,242.05	0.98
Expenditures								
Dept 000 - NONE								
250-000-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	2,500.00		4,200.00	4,200.00		2,500.00	59.52
250-000-967.400	STREET/ROAD PROJECTS	0.00		330,000.00	330,000.00		0.00	0.00
Total Dept 000 - NONE		2,500.00		334,200.00	334,200.00		2,500.00	0.75
Dept 336 - FIRE DEPARTMENT								
250-336-830.000	PUBLIC SAFETY - FIRE PROTECTION	0.00		49,000.00	49,000.00		0.00	0.00
Total Dept 336 - FIRE DEPARTMENT		0.00		49,000.00	49,000.00		0.00	0.00
Dept 728 - ECONOMIC DEVELOPMENT								
250-728-967.500	SIDEWALK/PATHWAY PROJECTS	0.00		70,000.00	70,000.00		0.00	0.00
Total Dept 728 - 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
Fund 250 - WEST DDA FUND:								
TOTAL REVENUES		2,305.61		330,450.00	330,450.00		3,242.05	0.98
TOTAL EXPENDITURES		2,500.00		453,200.00	453,200.00		2,500.00	0.55
NET OF REVENUES & EXPENDITURES		(194.39)		(122,750.00)	(122,750.00)		742.05	0.60
TOTAL REVENUES - ALL FUNDS								
TOTAL REVENUES - ALL FUNDS		5,107.14		835,100.00	835,100.00		7,198.71	0.86
TOTAL EXPENDITURES - ALL FUNDS								
TOTAL EXPENDITURES - ALL FUNDS		37,441.17		930,460.00	930,460.00		16,774.46	1.80
NET OF REVENUES & EXPENDITURES		(32,334.03)		(95,360.00)	(95,360.00)		(9,575.75)	10.04

Fund 248 EAST DDA FUND

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	12,908.26
248-000-002.000	SAVINGS	399,796.56
248-000-003.001	CERTIFICATE OF DEPOSIT	939,370.05
248-000-123.000	PREPAID EXPENSES	1,297.69
Total Assets		1,353,372.56
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	6,677.00
Total Liabilities		6,677.00
*** Fund Balance ***		
248-000-370.379	RESTRICTED FUND BALANCE	1,125,202.26
Total Fund Balance		1,125,202.26
Beginning Fund Balance - 2019		1,125,202.26
Net of Revenues VS Expenditures - 2019		231,811.10
*2019 End FB/2020 Beg FB		1,357,013.36
Net of Revenues VS Expenditures - Current Year		(10,317.80)
Ending Fund Balance		1,346,695.56
Total Liabilities And Fund Balance		1,353,372.56

* Year Not Closed

Fund 250 WEST DDA FUND

GL Number	Description	Balance
*** Assets ***		
250-000-001.000	CASH	7,554.73
250-000-002.000	SAVINGS	79,498.12
250-000-002.001	SHARES	53.70
250-000-003.001	CERTIFICATE OF DEPOSIT	933,595.01
250-000-056.000	INTEREST RECEIVABLE	14.70
Total Assets		1,020,716.26
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
250-000-370.379	RESTRICTED FUND BALANCE	1,016,064.72
Total Fund Balance		1,016,064.72
Beginning Fund Balance - 2019		1,016,064.72
Net of Revenues VS Expenditures - 2019		3,909.49
*2019 End FB/2020 Beg FB		1,019,974.21
Net of Revenues VS Expenditures - Current Year		742.05
Ending Fund Balance		1,020,716.26
Total Liabilities And Fund Balance		1,020,716.26

* Year Not Closed

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	2/15/2023
3-Vice Chair	Denise	Webster	2/15/2020
4-Secretary	Alex	Fuller	2/15/2023
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



March 9, 2020

DDA Water & Sewer Projects Progress Report

Project Description: Pump Station #1 Rehabilitation & Upgrade

Project OPC: \$428,525.00

Anticipated Project Schedule:

Engineering: 100 days/ September 2018

Permitting: 6 - 8 weeks

Bidding: Original Bid March 2019 / Re-Bid Spring 2020

Construction: Summer/Fall 2020 - 120 day contract (depending on pump delivery - pump lead time - estimated to be 16 weeks - 18 weeks)

Project Status:

Engineered Drawings and Specifications Completed/Final Design completed - September 2018

Permits Applied For:

- MDEQ Part 41 Construction Permit - Received February 22, 2019
- Isabella County Road Commission - Received
- Isabella County Soil Erosion - Received
- Isabella County Drain Commission - Received

Activities Performed During this Reporting Period:

Project re-bid - Bid Opening March 18, 2020 @ 10:00 a.m.

Activities Planned for Next Reporting Period:

Bid Award to selected Contractor

Issues/Resolution:

Construction bids received were 71% higher than estimated construction budget - administration is recommending that project be rebid for 2020 construction season
estimated construction cost \$348,500.00 from 2017
2 construction bids received: \$595,500 & \$713,500

Project Changes:

rebid project



March 9, 2020

DDA Water & Sewer Projects Progress Report

Project Description: Pump Station #14 - May Street Rehabilitation & Upgrade

Project Cost: \$292,127.00

Anticipated Project Schedule:

Engineering: 45 days/ July 2018

Permitting: 6 - 8 weeks

Bidding: 20 - 30 day bid period

Construction: Final Construction Spring 2020 - delayed due to panel configuration issues

Site survey performed by GFA to gather information for design purposes

Engineered Drawings and Specifications Completed/Final Design completed - September 2018

Engineering Design

Preliminary Engineering (100%)

Topo & Easement Survey (100%)

Final Engineering and Design (100%)

Permit submittals (100%)

MDEQ Part 41 Permit - received December 3, 2018

Activities Planned for Next Reporting Period:

Substantial completion expected March 30, 2020

Final completion April 30, 2020

Issues/Resolution:

Kerr Pump Control Panel Construction issues - incorrect panel configuration constructed by sub-contractor Kerr Pump - panel did not meet project specifications

Project Changes:

Project Originally to be completed in November 2019: Time extension due to panel construction issues