

**Charter Township of Union
Economic Development Authority Board
EDA Board Regular Meeting – Twp. Hall
Tuesday, February 21, 2012
5:15 p.m.**

MINUTES

Call to Order

The meeting was called to order by Chairperson Turner at 5:23 p.m. in the township hall.

Roll Call

Present: John Barker, Tom Kequom, Bryan Mielke, Jennifer Turner and Jim Zalud.

Also Present: Randy Robinson, EDA Proj. Mgr.; Tim Lennen and John Verway, Township Board of Trustees; Bryan Smith, Twp. Mgr.; Brian Anderson, MMDC Director.

Absent: Kathy Backus, Carol Churchill (exc.), Marty Figg (exc.) and Bill Zehnder (exc.)

Approval of Regular Meeting Minutes – December 20, 2011

Mielke **MOVED**, seconded by Zalud that minutes of the meeting on December 20, 2011 be accepted as prepared. **MOTION CARRIED 5-0.**

Approval of Agenda

Barker requested that items requiring action be moved forward on the agenda, i.e.: 8. a., and 9. C.

MOVED by Barker, seconded by Zalud to move the agenda items forward as requested. **MOTION CARRIED 5-0.**

Remarks by Citizens

There were no comments.

Accounts Payable

- **East D.D.A. District – Check Registers, dtd. January 13 and February 10, 2012** – totaling \$8,371.91 in January, and \$17,766.25, which includes payment to Miller, Canfield, Paddock & Stone for legal services on the East D.D.A. plan amendment, In February.
- **West D.D.A. District – Check Registers, dtd. January 13 and February 10, 2012** – totaling \$172.79 in January, and \$46,735 principal and interest payment to U. S. Bank in February on the 1991 water and sewer special assessment bond.

(Copy of the above check registers will be filed with these meeting minutes.

MOVED by Barker, seconded by Zalud to approve payment of bills as listed. **MOTION CARRIED 5-0.**

Financial Statements – December 2011 and January 2012

- **East D.D.A. District – Operating Fund #248**
- **West D.D.A. District – Operating Fund #250**
 - Bond Debt Retirement Fund #369**
 - Special Assessment fund #398**

Smith explained that final figures for the above fund accounts are forthcoming upon completion of year-end close out with the county and completion of the annual audit. As of now, the cash funds as reflected are good. The financial reports were acknowledged by the chairperson. (Copy of the above financial statements will be filed with these minutes.)

Unfinished Business:

Banners Project Update / Kenmark Contract Renewal – Robinson presented the Kenmark agreement being presented for renewal acceptance. Essentially, the three-year agreement is the same as it has been for several years except for a slight increase. The cost for each of the 73 decorations is \$67 = \$4,891 per year. Kenmark is one of only a few organizations in the area which provides this service. East D.D.A. provides its own storage, and the township has its own truck. **MOVED** by Zalud, seconded by Barker to approve the Kenmark agreement as written. **MOTION CARRIED 5-0.** The contract will be signed by the chairperson and returned to Kenmark.

New Business:

Gourdie-Fraser Engineering Contract – Jameson Hall Project / Community Kitchen – Barker explained that upon the board's request Gourdie-Fraser Engineering Corp. made a decision to donate \$10,600 "in-kind services" toward project costs, and they will work with Randy Robinson on the design. Sub-contractors will be helping with the construction, as they had done several years ago for the first renovation. We hope to have bids in April so construction can begin in the spring. Turner asked if all the funding has been secured for the project, and Barker informed the board that a \$75,000 grant was approved by the federal government. Turner noted that EDA is responsible for the remainder. Following discussion by members, it was **MOVED** by Barker, seconded by Mielke to approve the proposal by Gourdie-Fraser. Kequom objected (abstained). **MOTION CARRIED 4-0.**

Charter Twp. of Union Economic Development Plan – Prepared by MMDC – Barker stated the plan by MMDC describes its focus on EDA and the rest of the township in relation to economic development for the community. He introduced Brian Anderson, Director, MMDC, who presented a summarization of recommendations and objectives as developed from their analysis after two town hall meetings and the township's updated Master Plan. In creating the plan, MMDC considered demographics of the township, its assets, and its Master Plan goals as well as its vision and desires for the community. Barker was pleased with the work-up, and when more members attend, there will be additional discussion. Improvements in the Blue Grass area will be considered, as well. He is aware that in the final EDA plan document this is an economical development feature as well. He spoke of additional residential growth as the medical school develops and moves ahead, bringing more growth into Union Township. Mentioned was the importance of presenting the community's infrastructure when looking at "marketing our community".

Mielke mentioned that a Planning Commission committee has been formed, and it has two goals for an ordinance for signage: 1. Short term - dealing with lighting; and 2. Longer term - regulating the signage ordinance as a whole. Mielke serves on that committee.

Charter Twp. of Union E.D.A. Board – Survey Research Update

Barker commented that people in the CMU community are creating survey questions for people in our community. Mary Senters directs that group and has worked with other organizations in our area. We want to know what people in the community would like to see developed, then prepare to move ahead

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with an economical growth development plan. Brian Smith felt their survey results probably will be available in April.

Other Business:

Next Scheduled Regular Meeting of EDA Board

Chairperson Turner announced the next meeting date is **March 20, 2012.**

Adjournment of Meeting

Turner adjourned the meeting at 6:06 p.m.

Respectfully submitted,

Carol Churchill, Board Secretary
Economic Development Authority

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