**Charter Township of Union**

**Economic Development Authority Board**

**EDA Board Regular Meeting – Twp. Hall**

**Tuesday, December 20, 2011**

**5:15 p.m.**

**MINUTES**

**Call to Order**

The meeting was called to order by Vice-Chairperson Zehnder at 5:18 p.m. in the township hall.

**Roll Call**

Present: John Barker, Carol Churchill, Marty Figg, Tom Kequom, Bryan Mielke, J im Zalud and Bill

 Zehnder

Absent: Kathy Backus (exc.) and Jennifer Turner (exc.)

Others Present: Tim Lannen, Randy Robinson, Brian Smith and John Verway

**Approval of Regular Meeting Minutes – November 15, 2011**

**MOVED** by Barker, seconded by Churchill to approve minutes of the November 15, 2011 board meeting.

There were no questions. **MOTION CARRIED 7-0.**

**Approval of Agenda**

**MOVED** by Zalud, seconded by Figg to approve the agenda as prepared. **MOTION CARRIED 7-0.**

**Remarks by Citizens**

There were no comments.

**Accounts Payable**

* **East D.D.A. District Check Register, dtd. December 16, 2011 –** Accountant Kantner described invoices presented for payment approval by the board amounting to $11,929.06. Regarding the payment of $1,333.31 to C & R Electric, Robinson explained this was an additional invoice after the project had closed because of the finishing landscape work which had to be done. Previously used metal edging needed to be replaced with steel. **MOVED** by Zalud, seconded by Churchill to pay East D.D.A. bills as presented. **MOTION CARRIED 7-0.** (A copy of the check register will be filed with these minutes.)
* **West D.D.A. District Check Register, dtd. December 16, 2011** – No invoices were presented for payment approval.

(A copy of the check registers will be filed with these minutes.)

**Financial Statements – November 2011** – Kantner reviewed the November statements for the following funds:

* **East D.D.A. District –** Operation Fund #248
* **West D.D.A. District –** Operating Fund #250
* **West D.D.A. District –** Bond Debt Retirement Fund #396
* **West D.D.A. District –** Special Assessment Fund #398

(A copy of financial statements for November 2011 will be filed with these minutes.)

Pg. 2

Kantner commented there will be no activity on the W.D.D.A. Bond Debt Retirement Fund until next calendar year. Churchill **MOVED**, seconded by Mielke to accept the November financial statements as presented. **MOTION CARRIED 7-0. (**All November financial statements will be attached to the November Minutes before filing.)

**Unfinished Business:**

**Banners Project Update** (Barker and Robinson) – Barker reported on the twelve new banners designed and produced by Britten Media, Traverse City, @ at $120 each. Other organizations in the community will be given an opportunity to utilize some of the East D.D.A. gateway space to display images depicting activities of interest to passersby at a cost of $60 per month per banner (+ the cost of their banners). Barker is interested in hearing of other opportunities for utilizing the gateway features; mentioned were – advertising the new waterpark, MMCC and CMU as possible users. Robinson commented that sleeves for the banner ends are supposed to be 24”, and that the new panels should be up and in place next Wednesday.

**New Business:**

**Indirect Costs Document –** Smith detailed indirect cost items, including 2011 services by township personnel to the East and West D.D.A.s, various office equipment usage, and office supplies in order to move those dollars back into the township’s General Fund. Beginning January 2012, these appropriate costs will be processed monthly, rather than once a year.

**Budget Adjustments – 2011 Calendar Year –** East D.D.A. budget adjustments proposed were described by Smith. Zalud **MOVED**, seconded by Barker to approve the 2011 budget adjustments to Fund 248 as proposed. There were no questions. **MOTION CARRIED 7-0**. (A copy of the 2011 East D.D.A. budget adjustments will be attached to these minutes for filing purposes.)

**Proposed Budgets – 2012 Calendar Year – East D.D.A. Fund 248, West D.D.A. Funds 250, 396, and 398** – Smith presented proposed budget items and described the changes from 2011 for each of the East and West District funds. Following comments and questions by members, it was **MOVED** by Figg, seconded by Churchill to accept the 2012 budget proposals and to present the East and West fund budgets (#248, #250, #296 and #398) to the township Board of Trustees for its approval. The **MOTION CARRIED 7-0.** (A copy of those budgets will be attached to these minutes for filing purposes.)

**Other Business:**

**Next Scheduled Regular Meeting of the E.D.A. Board** – The next regular meeting of the EDA Board is scheduled for January 17, 2012.

Pg. 3

**Adjournment of Meeting:**

Upon completion of all items on the agenda for this meeting, Vice-Chairman Zehnder adjourned the meeting at 5:42 p.m.

Respectfully submitted,

Carol Churchill, Board Secretary

Economic Development Authority Board

Charter Township of Union

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