

WMSRDC
WEST MICHIGAN SHORELINE
REGIONAL DEVELOPMENT COMMISSION

REGIONAL BOARD MEETING

May 16, 2016 – Lake County

I. CALL TO ORDER

The meeting was called to order at 10:00 AM by Chairperson Susie Hughes.

II. ROLL CALL

QUORUM: Yes

Commissioners Present:

Lake County – Barbara Stenger

Mason County - Bill Carpenter, Michael Krauch, Wally Taranko

Muskegon County- Kay Beecham, Susie Hughes, Bonnie McGlothlin
Byron Turnquist, Rillastine Wilkins

Newaygo County – James Rynberg

WMSRDC Appointees - Joe Lenius, Ron Steiner

Muskegon Community College – Dale Nesbary

West Shore Community College – Crystal Young

Commissioners Absent:

Muskegon County – David Kieft, Terry Sabo

Newaygo County – James Maike, Chris Ortwein

Oceana County – James Brown, Evelyn Kolbe

WMSRDC Appointee – Chris McGuigan

Staff/Guests Present: Erin Kuhn, Susan Stine-Johnson, Syndi Copeland, Amy Haack, Dave Bee

III. APPROVAL OF AGENDA

Motion was made by Commissioner Rynberg and supported by Commissioner Lenius to approve the agenda for the May 16, 2016 Commission meeting. Motion carried.

IV. APPROVAL OF MINUTES

Motion was made by Commissioner Carpenter and supported by Commissioner Beecham to approve the minutes of the March 21, 2016 Commission minutes and the April 19, 2016 Executive Officers minutes. Motion carried.

V. PUBLIC COMMENTS – There were no public comments

VI. HOST (Lake County)

Chairperson Susie Hughes welcomed new board member, Commissioner Barbara Stenger, Lake County. Barbara welcomed the board members to Lake County and said she considers it an honor to be on the board. Susie Hughes also welcomed new board member Crystal Young, West Shore Community College.

VII. CHAIRPERSON'S REPORT

Regional Prosperity Initiative (RPI) FY 2017 Funding Res. No. 2016-3 – Executive Director Erin Kuhn gave a brief overview of the resolution. Motion was made by Commissioner Lenius and supported by Commissioner Rynberg to approve Resolution No. 2016-3. Motion carried with unanimous support.

Commissioner Susie Hughes thanked WMSRDC for the cleanup done at the Zephyr site. This was a refined oil/gasoline cleanup through the DEQ and WMSRDC until it was contained, and now the EPA will take over and finish the cleanup. Without WMSRDC's effort, it would never have gotten to the final stages of cleanup through the EPA. Executive Director Kuhn stated that this is the last large scale project that will complete the Area of Concern for Muskegon Lake.

VIII. EXECUTIVE DIRECTOR'S REPORT

Executive Director, Erin Kuhn, stated that at the last Michigan Association of Regions (MAR) meeting she learned that Michigan Economic Development Corporation has identified communities within each of the ten RPI regions that are struggling and need help. MEDC has named these communities' Rising Tide Communities, and in Region 4, that community is Evert. MEDC recently put out a Request for Proposals to Consultants that would work with these communities to do what Regions do across the State. MAR, as a 501c3 organization, wants to respond to this RFP. MAR would be the recipient of the funds from MEDC, and the Regions would be sub-recipients. Any staff of WMSRDC with the expertise to help would be paid through this grant. Erin would like to get the boards permission to go ahead and apply for this grant. Motion was made by Commissioner Carpenter and supported by Commissioner Rynberg to apply for this grant. Motion carried.

WMSRDC received an award from the Muskegon Area Sustainability Coalition under Sustainable Government – for the cleanup efforts around Muskegon Lake and Kathy Evans' environmental work around the county. Also, Bob Lukens nominated WMSRDC for the first ever Pure Michigan Tourism Award, for our work through the Lake Michigan Water Trail Project, and the work we do to help recreation and tourism. This award was given out at the annual Pure Michigan Tourism conference in Lansing, and WMSRDC was within the top five.

WMSRDC office remodel will start June 1. We will be moving next door to Suite 305. Susan Stine-Johnson worked with Hinman to provide temporary office space at no extra charge to the Commission. The County dropped some data lines for us in the temporary site.

IX. FEDERAL PROJECT REVIEW SYSTEM

There were five (5) FPRS applications processed, 2016-6 through 2016-10. Motion was made by Commissioner Wilkins and supported by Commissioner McGlothlin to accept. Motion carried.

X. REGIONAL PLANNING COMMISSION COLLABORATIVE EFFORT

Region 8 – Dave Bee gave an overview of the April meeting of our two regions. Region 8 will need to find a new planner soon, as their current planner is leaving. Region 8 has two EDA grants being reviewed for a total of \$5M – one for the City of Grand Rapids and one for the City of Greenville.

XI. FINANCIAL STATEMENTS – Susan Stine-Johnson gave an overview of all attachments.

- A. WMSRDC Monthly Financial Reports - (Attachment XI-A) – All is on track
- B. HSGP Monthly Financial Reports - (Attachment XI-B) – completing FY14 and beginning FY15 grant
- C. WMSRDC Schedule of Accounts Receivable – (Attachment XI-C) - Current
- D. HSGP Schedule of Accounts Payable – (Attachments XI-D)
- E. Cash Disbursements – (Attachment XI-E)
- F. Budget Amendments – (Attachment XI-F)

Motion was made by Commissioner Lenius and supported by Commissioner Rynberg to accept the Financial Statements. Motion carried.

With regard to our remodel funding, Susan stated that Community Shores Bank is no longer offering the line of credit product WMSRDC had, which was changed to an overdraft protection. Susan believes it is in the Commission's best interest to keep the overdraft protection open. The final quote for the office remodel is \$46,357 of which \$20,000 will come from the Commission's current cash flow. The balance of \$26,357 will be on a term note with interest at prime plus one. There is no early payoff penalty on this loan.

As Susan was speaking with the bank, Community Shores requested that WMSRDC put a limit of \$32,000 on the ACH system. The Commission's payroll is on this system. The bank could then offer an internal control by calling to confirm any questionable action.

Motion was made by Commissioner Lenius and supported by Commissioner Carpenter to approve the above banking actions. Motion carried.

XII. PROGRAM REPORT – Amy Haack, Air Quality

XIII. NEW BUSINESS - There was no new business.

XIV. ROUND TABLE

Commissioner McGlothin mentioned the Festival in the Park on June 17-18. She talked to Amy about needing Clean Air Action bags for the event.

Commissioner Krauch – The City of Ludington will be trying to break the record for the largest ice cream sundae on June 11, at 6:00 PM. The SS Badger was designated a national historic landmark. On June 9 at the JJ Resort in Rothbury, MSU Extension is offering a migrant seasonal work disaster program. Call the Scottville office with any questions. There is a Water Resource Educator posted with MSU. SET (Stronger Economies Together) is a USDA Rural Development program in cooperation with the Land Grant Universities across the country. An application has been submitted in Michigan for Mason, Lake, Newaygo and Oceana Counties – Great opportunity for these communities. MSU had three educators training in Detroit - it is educational, planning and strategic development training. Erin offered support from WMSRDC if they should need any.

Dave Bee and Erin Kuhn talked about the possibility of developing a Water Resources Inventory under the 208 designations currently held by each region. The Inventory would look at water and waste water facilities, capacities and infrastructure age. The regions plan to work with the Designated Management Agencies (DMA) from throughout the 13 counties. Erin needs the Commissioners' help getting in contact with the appropriate people within their communities who run these facilities, to see if they would be interested in participating in the start of this plan. Their input will help to look at current infrastructure, identify goals and objections, and develop projects that help meet the identified goals. This project could help secure state and/or federal dollars for infrastructure improvements. Input from the DMAs will be vital for this project.

Commissioner Hughes discussed our meeting dates as Monday's are not working out for some of our board members. Syndi will send out a poll to find out best times for each commissioner to schedule the meeting. This won't be implemented until after October 1. Some Commissioners thought it would be best to wait to do this until after the next election.

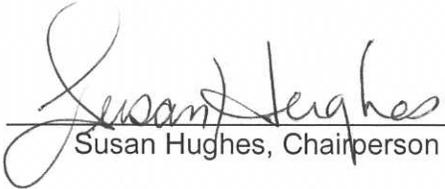
The Starting Block has been working MMTC and Michigan Works to put together a food processing certificate. It is directed to the 18-24 age groups who have no plans to go on to any post high school education. The pieces are in place and the first class is ready to begin in early June. They are expecting at least 10 students to sign up for the 36 hour program. Contact point is Michigan Works in Shelby. There is financial support available.

XV. PUBLIC COMMENT-WMSRDC PROGRAMS - There were no public comments.

XVI. ADJOURNMENT

Motion was made by Commissioner McGlothin and supported by Commissioner Hughes to adjourn at 11:35 AM. Motion carried.

NEXT MEETING: July 18, 2016 – Oceana County



Susan Hughes, Chairperson

7-18-16

Date



Erin Kuhn, Executive Director

7-18-16

Date