

WMSRDC
WEST MICHIGAN SHORELINE
REGIONAL DEVELOPMENT COMMISSION

September 16, 2019 – Muskegon County

I. CALL TO ORDER – 10:10 AM by Chairperson James Rynberg

II. ROLL CALL QUORUM: Yes

Commissioners Present:

Mason County: Joe Lenius
Muskegon County: Kay Beecham, Jennifer Hodges, Bonnie McGlothin,
Marcia Hovey-Wright, Bob Scolnik, Byron Turnquist, Rillastine Wilkins
Newaygo County: James Rynberg
Oceana County: Dean Gustafson
WMSRDC Appointees: Andrea Large, James Kelly, Rich Houtteman

Muskegon CC: Dale Nesbary
West Shore CC: Crystal Young

Commissioners Absent:

Lake County: Howard Lodholtz
Mason County: Nick Krieger, Charles Lange
Newaygo County: Burt Cooper, James Maike
Oceana County: James Brown

Staff/Guests Present: Erin Kuhn, Amanda Snyder,
Syndi Copeland and Susan Stine-Johnson

III. APPROVAL OF AGENDA

Motion was made by Commissioner Nesbary and supported by Commissioner Young to approve the agenda for the September 16, 2019 Commission meeting. Motion carried.

IV. APPROVAL OF MINUTES

Motion was made by Commissioner Lenius and supported by Commissioner Large to approve the July 15, 2019 Commission meeting minutes. Motion carried.

The August 19, 2019 Officer's meeting minutes were attached for information only.

V. PUBLIC COMMENT – AGENDA ITEMS

There was no public comment.

VI. HOST (Muskegon County)

Commissioner Rynberg congratulated Muskegon Community College on their continued growth and thanked them for hosting us. Commissioner Scolnik welcomed all to Muskegon and commented on the growth in Muskegon.

VII. CHAIRPERSON'S REPORT

A. Motion was made by Commissioner Wilkins and supported by Commissioner McGlothin to approve the Contract/Authorization Policy, Resolution 2020-1. Motion carried.

- B. Commissioner Rynberg read the following summary of the yearly review of Erin Kuhn, WMSRDC Executive Director.

“The Executive Committee, Commissioner McGlothlin, Commissioner Nesbary and I (Commissioner Rynberg), met with Erin on Thursday, September 5, 2019, to perform Erin’s annual review using the established four measurable goals and objectives (as identified by the FY 2020 Goals and Objectives in your packet) as the basis for our conversation with Erin and review of her responses. As a result, the Executive Committee unanimously agreed that Erin’s overall review was ‘outstanding’, with no critical comments noted.”

It is the recommendation of the Executive Committee that Erin’s salary be increased by the cost of living adjustment of 1.5% as well as a merit increase based on her outstanding performance, placing her in the low middle of her peer group. “Erin has been with WMSRDC for twenty years; we are fortunate to recognize her as an exceptional Commission Executive Director and community, regional and state-wide leader.”

Motion was made by Commissioner Scolnik and supported by Commissioner Turnquist to approve the Executive Director review and yearly raise. Motion carried.

- C. Motion was made by Commissioner Beecham and supported by Commissioner Hodges to approve the FY 2020 Executive Director Goals and Objectives as outlined in this board packet. Motion carried.

VIII. EXECUTIVE DIRECTOR’S REPORT

Transportation – WMSRDC received approval of the FY2020 Unified Work Program from the Michigan Department of Transportation (MDOT) and the Federal Highway Administration (FHA), which authorizes our transportation work for FY2020. WMSRDC has also received MDOT Project Authorizations which identify our FY20 funding levels.

Economic Development – As part of WMSRDC’s federal designation as an economic development district, we are required to go through a peer review every three years. Our scheduled review will be September 25th at 12:30 PM here in Muskegon. Erin invited Dale Nesbary to attend and represent the WMSRDC Board and because Muskegon Community College is a recent EDA grant recipient.

Environmental – After working closely with our engineers, as well as federal, state, and local partners, WMSRDC recently received approval to place a controlled structure at Veterans Park. The permanent structure has boards which can be removed or inserted as necessary.

Erin was invited to speak at a press conference on August 23 in Grand Rapids with Senator Stabenow to promote the Great Lakes Restoration Initiative (GLRI). Muskegon Lake has received approximately \$76M in GLRI grants to assist in delisting Muskegon Lake as an Area of Concern.

Stephen Carlson and Erin, through our technical assistance funds from the Michigan Economic Development Corporation, will be assisting the City of Ludington and Pere Marquette Township in the development of a Shoreline Land Use and Resiliency Plan (SLURP).

WMSRDC is also working on several local recreation and master plans in Newaygo, Oceana and Muskegon Counties.

Erin extended an invitation to the Asset Management Summit at Fifth Third Ballpark in Grand Rapids on Tuesday, October 15, from 1:00 - 3:30 PM.

IX. FY 2019 BUDGET AMENDMENT

Amanda Snyder presented the FY2019 Budget Amendment Funding Source. Motion was made by Commissioner McGlothlin and supported by Commissioner Hodges to approve the FY 2019 Budget Amendment Funding Source. Motion carried.

X. FY 2020 WORK PROGRAM AND BUDGET

A. Erin discussed the FY20 Work Program and Budget. Motion was made by Commissioner Hovey-Wright and supported by Commissioner McGlothlin to approve the FY2020 Work Program and Budget. Motion carried. (Suggestion was made by Commissioner Scolnik to show expenses going forward.)

B. Erin presented the cost of living increase to the full board. Motion was made by Commissioner Lenius and supported by Commissioner Kelly to approve the cost of living increase. Motion carried.

XI. FY 2020 MEETING SCHEDULES

A. FY 2020 WMSRDC board schedule was reviewed. Motion was made by Commissioner Hovey-Wright and supported by Commissioner Nesbary to approve the FY 2020 WMSRDC Board schedule. Motion carried.

B. FY 2020 Officers' Board schedule was attached for information only.

XII. FINANCIAL STATEMENTS

Amanda reviewed the WMSRDC financials through August 2019.

A. Motion was made by Commissioner Nesbary and supported by Commissioner Large to accept the August 2019 WMSRDC Financials. Motion carried.

B. Motion was made by Commissioner Gustafson and supported by Commissioner Hodges to approve the Schedule of Account Receivable. Motion carried.

C. Motion was made by Commissioner Lenius and supported by Commissioner Beecham to approve the Cash Disbursements. Motion carried.

XIII. STAFF PRESENTATION

A. Erin gave a presentation on Integrated Asset Management.

XIV. NEW BUSINESS

Commissioner Lenius mentioned the new board members attending. Commissioner Kelly gave a brief description of his role at the MSU extension. Commissioner Houtteman talked about his responsibilities at Consumers Energy. Welcome!

XV. ROUND TABLE

Commissioner Nesbary stated that the board is currently sitting in the last of six projects at Muskegon Community College – the Arts & Music Building. This building was \$9M of the \$55M spent on updates and new buildings. Dale offered some Medallions of the college made by the former occupants of this building, and a tour will immediately follow this meeting.

Byron Turnquist mentioned that Muskegon County is extending their water main under the channel and at the same time working on Beach Street. A roundabout down at Pere Marquette is also being installed.

XVI. PUBLIC COMMENT - WMSRDC PROGRAM

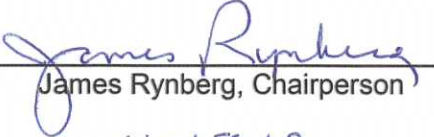
There was no public comment.

XVII. ADJOURNMENT

Motion was made by Commissioner Hovey-Wright and supported by Commissioner Nesbary to adjourn at 11:35 AM. Motion carried.

A tour of the Muskegon Community College Arts and Music Center, led by Dr. Nesbary, followed.

NEXT MEETING: November 18, 2019 – Newaygo County (Fremont City Hall)



James Rynberg, Chairperson

11-18-19

Date



Erin Kuhn, Executive Director

11-18-19

Date