



September 19, 2022 - 10:00 AM
Muskegon County

I. **CALL TO ORDER** – 10:00 AM by Chairperson Bonnie McGlothin

II. **ROLL CALL QUORUM: Yes**

Commissioners Present

Lake County: Len Todd
Mason County: Kathy Winczewski
Muskegon County: Kim Cyr, Rachel Gorman, Jennifer Hodges, Marcia Hovey-Wright,
Bonnie McGlothin, Roger Morgenstern
Newaygo County: James Rynberg
Oceana County: Ron Christians
WMSRDC Appointees: James Kelly, Andrea Large
Muskegon CC: John Selmon
West Shore CC: Wendy Wells

Commissioners Absent

Mason County: Ron Bacon, Lewis Squires
Muskegon County: Rillastine Wilkins
Newaygo County: Bryan Kolk, James Maike
Oceana County: Phil Morse
WMSRDC Appointees: Rich Houtteman

Staff/Guests Present: Erin Kuhn, Amanda Snyder, Syndi Copeland

III. **APPROVAL OF AGENDA**

Motion was made by Commissioner Rynberg and supported by Commissioner Hovey-Wright to approve the agenda for the September 19, 2022. Motion carried.

IV. **APPROVAL OF MINUTES**

Motion was made by Commissioner Hovey-Wright and supported by Commissioner Morgenstern to approve the Commission meeting minutes of July 25, 2022. Motion carried.

The August 22, 2022, executive officer's meeting minutes are attached for information. Commissioner Hodges requested to talk about the Executive Officer's minutes, and the emails that were sent out by Commissioner Maike. No one should have received this information as it was talked about in closed session. Commissioner Hodges apologized on behalf of the officers and reminded all that there are two sides to every conversation.

Erin stated, in response to a question regarding the minutes, that our normal minutes are generally more concise, but felt the conversations from the previous two meetings needed to be documented.

V. PUBLIC COMMENT – AGENDA ITEMS

No one from the public was present.

VI. CHAIRPERSON'S REPORT – Commissioner McGlothin

- A. Bylaws Update – The final update of the bylaws was included in the packet. A motion was made by Commissioner Rynberg and supported by Commissioner Hodges to pass the bylaws. Motion carried unanimously by roll call vote.
- B. FY 2023 Full Board Meeting Schedule
A motion was made by Commissioner Rynberg and supported by Commissioner Winczewski to approve the full board meeting schedule. Motion carried.
- C. Executive Director's Review
Chair McGlothin stated that Erin's review went well. Erin's FY22 goals and how she met them throughout the year were included in the packet. Erin noted that she did not ask for a merit increase this year. Commissioner Morgenstern suggested that, going forward, a summary of the review by the chair be included in the packet as well. A motion was made by Commissioner Rynberg and supported by Commissioner Christians to approve Erin's review. Motion carried.

VII. EXECUTIVE DIRECTOR'S REPORT

Transportation – WMSRDC has officially received our FY23 Federal Highway Administration (FHA) and Michigan Department of Transportation (MDOT) approval of the Unified Work Program for the MPO program.

Economic Development – We are very excited that the City of Hart has received a \$2.9 million EDA grant to update their wastewater to sustain the areas food processing sector.

Environmental – Erin talked about the new coloring book, Muskegon Lake Color Me Clean. This book will be used as an educational piece for young students through the Muskegon Lake Watershed Partnership with the hope of fostering stewardship. The coloring book was dedicated to Greg Mund. WMSRDC applied and received a National Association of Development Organizations (NADO) Impact Award for our involvement in the restoration of Muskegon County's Veterans Memorial Park. WMSRDC's work included a large-scale restoration of the south pond, landscaping, tree planting, mapping, and ongoing maintenance of memorial markers at trees and along the pathway. WMSRDC will be recognized and given the award at the NADO national conference in Pittsburgh in October.

Erin announced that Amy Haack, who has been with the Commission for 29 years, will be retiring on January 1, 2023.

VIII. FY 2022 BUDGET AMENDMENT

Amanda presented in detail the FY22 Budget Amendment, which is a requirement by our auditors. A motion was made by Commissioner Christians and supported by Commissioner Hovey-Wright to approve the FY22 Budget Amendment. Motion carried.

IX. FY 2023 WORK PROGRAM AND BUDGET

- A. Cost of Living Increase – WMSRDC administration is proposing a 6% COLA for the staff. This is made possible through the increased funding through the Infrastructure Investment and Jobs Act (IIJA) which is significantly increasing our transportation funding for the next five years. This will be a one-time large increase over previous years due to record inflation. The COLA for FY22 was 2%, and this was due to funding restraints and concerns with sustainability. This concern has passed due to the increased funding. To find an accurate COLA, staff uses the Social Security Administration (SSA) and the Consumer Price Index as benchmarks. The current projection for SSA is 8 to 10%, with the most recent projection being 8.7%. After much

discussion regarding the COLA and merit awards, a motion was made by Commissioner Rynberg and supported by Commissioner Hovey-Wright to approve the 6% COLA for FY23. Motion carried.

- B. FY 2023 Work Program and Budget – Erin and Amanda presented the FY23 Work Program and Budget. A motion was made by Commissioner Hodges and supported by Commissioner Rynberg to approve the FY23 Work Program and Budget. Motion carried by roll call vote.
- C. Resolution 2023-1, Contract/Document Authorization Policy – Erin stated that this gives her authorization to sign state and federal grants awarded as well as implement the work program which you just approved. A motion was made by Commissioner Hovey-Wright and supported by Commissioner Rynberg to approve Resolution 2023-1. Motion carried.

X. FINANCIAL STATEMENTS – ACTION ITEM

Amanda gave an overview of the August financials and new projects. She stated that cash is in a great position coming into year end. A motion was made by Commissioner Cyr and supported by Commissioner Kelly to approve the August 2022 financials. Motion carried.

XI. NEW BUSINESS

There was no new business.

XII. ROUND TABLE

Commissioner Christians – Oceana County commissioners will begin their annual budget workshop next month. They are in the discussion phase of county wide affordable housing study. Erin stated she would be happy to participate. There will be a town hall meeting on October 4 focusing on broadband. He sat in on a master plan session dealing with pre disaster mitigation with Stephen Carlson.

Commissioner Cyr - The Business Park North lots have almost all sold. Baker College is moving out, and Muskegon County is moving into their facilities on Marquette across from Muskegon Community College. Southwest Regional Sewer Force Main project is moving forward - taking wastewater from Coopersville to the Muskegon County system.

Commissioner Gorman – The city commission voted on the Shoreline Road Diet Plan and has broken this down into phases. Phase I will begin in October. The International City/County Management Association (ICMA) conference selected Muskegon to highlight the community.

Commission Hodges – MEDC offered a \$60 million grant to complete the SRSR project.

Commissioner Hovey-Wright – On October 1, Southern Airline Express will be taking over flights from Muskegon to Chicago. There will be five to six flights per day. The Go To on-demand system has had many responses. Work is being done to minimize some problems. Muskegon County is in the process of prioritizing ARPA money. There were problems with the parking lots due to material access, supply chain distribution, and increased costs at Dune Harbor Park. The increased costs have been approved.

Commissioner Kelly – Six percent cost of living is exceptional. Staff needs to understand that this is a big deal. He commends administration for rewarding the staff.

Commissioner Large – Mason County is looking into a housing study. Hoping for WMSRDC involvement.

Commissioner Morgenstern – City of Norton Shores is completing a county-wide housing study. Would like to see WMSRDC involved in this. A joint meeting will be held with Mona Shores

schools and the City of Roosevelt Park regarding mutual issues.

Commissioner Rynberg – Thanks to Jamie Way for the tree grant. Fremont is known as the city of trees, and next year they will be replacing all the outgrown trees. They will be contacting WMSRDC. This week Fremont celebrates the harvest festival with “hay” art.

Commissioner Selmon has been serving as President of Muskegon Community College for three months. October 6 is his installment. Currently hiring issues and remote issues are the top problems. Enrollment is a challenge across the country, and they are down about 7%. Working to bring a four-year BSN to the MCC campus. Thanks for including him on this board.

Commissioner Todd asked who Stephen had spoken with regarding the potential update of the Wildfire Protection Plan. Erin replied that it was the Lake County Emergency Manager. The dam removal will be replaced with barrier; upstream/downstream restoration bridge replacement will happen this year. Airport expansion project will be re-initiated next year. Weber Township Cemetery has a potential project. Geo Prison is closing which impacts all areas of county and village. A grant was received for an ORV facility next to the loop from the training facility to the trails. Spoke with MDOT about ORV trails next to U.S. 10 and M-37. ARPA distribution is completed.

Commissioner Winszewski – City of Ludington has a special meeting to appoint an interim treasurer until 2024. Hoping a finance manager will be hired and then a treasurer will be elected in 2024. They are searching for a new Chief of Police. Snow fences on the beach will go up any day.

Commissioner Wells – West Shore Community College is also pursuing the four-year BSN available at their facility. Interacting with businesses in the four counties that West Shore serves.

XIII. ADJOURNMENT

Motion was made by Commissioner Winczewski and seconded by Commissioner Hovey-Wright to adjourn at 11:59 AM.

NEXT MEETING: **November 28, 2022** – Newaygo County (City of Fremont)

Bonnie McGlothlin, Chairperson

Erin Kuhn, Executive Director

Date

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NEXT MEETING: **November 28, 2022** – Newaygo County (City of Fremont)


Bonnie McGlothlin, Chairperson


Erin Kuhn, Executive Director

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Date

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