

FY 2025 WESTPLAN UWP APPENDIX

APPENDIX A:
FUNDING SOURCE SUMMARY

**APPENDIX A
TRANSPORTATION PLANNING WORK PROGRAM
FUNDING SOURCE SUMMARY
FY 2025**

	PL FEDERAL	FTA SEC 5303 FEDERAL	CMAQ FEDERAL	LOCAL MATCH FOR PL	LOCAL MATCH FOR SEC 5303	LOCAL MATCH FOR CMAQ	STATE MATCH FOR PL	FEDERAL TOTAL	STATE TOTAL	LOCAL TOTAL	MATCH TOTAL	MPO TOTAL
MPO PROGRAM MANAGEMENT	39,389	4,241	-	8,734	940	-	-	43,629	-		9,675	53,305
METRO AREA DATA ASSISTANCE	118,166	12,722	-	26,203	2,821	-	-	130,888	-		29,024	159,912
METRO AREA PLANNING	236,332	25,444	-	52,406	5,642	-	-	261,776	-		58,048	319,824
SAFE AND ACCESSIBLE TRANSPORTATION OPTIONS	10,100	-	-	-	-	-	-	10,100	-		-	10,100
Multimodal Subtotal	403,987	42,406	-	87,343	9,403	-	-	446,393	-		96,747	543,140
TRANSIT PLANNING	-	66,328	-	-	14,708	-	-	66,328	-		14,708	81,036
Transit Subtotal	-	108,734	-	-	24,111	-	-	108,734	-		24,111	132,845
AREAWIDE AIR QUALITY IMPROVEMENT PROGRAM	-	-	90,000	-	-	22,500	-	90,000	-		22,500	112,500

APPENDIX B:
COST ALLOCATION PLAN

Fiscal Year 2025

Cost Allocation Plan

October 1, 2024 – September 30, 2025



This report was produced by the West Michigan Metropolitan Transportation Planning Program (WestPlan) with the cooperation of the governments in Muskegon and Northern Ottawa Counties, the Michigan Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration.



PROJECT STAFF

Jennifer Hodges, Chairperson
Kathy Winczewski, Vice-Chairperson
James Rynberg, Secretary
Erin Kuhn, Executive Director, WMSRDC
Amanda Snyder, Finance Manager
Joel Fitzpatrick, Transportation Director
Brian Mulnix, MPO Program Manager
Lauryl Blake, Transportation Planner
Jamie Way, GIS Planner

MISSION STATEMENT

The West Michigan Shoreline Regional Development Commission is a federal and state designated regional planning and development agency serving 120 local governments in Lake, Mason, Muskegon, Newaygo, and Oceana counties. The Commission’s mission is to “promote and foster regional development in West Michigan through cooperation amongst local governments and regional partners.” The general regional goal of the West Michigan Shoreline Regional Development Commission is to provide assistance to member local governments in addressing regional and public policy issues, especially as they pertain to planning and development.

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INTRODUCTION

West Michigan Shoreline Regional Development Commission

(EIN: 38-1957127)

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Muskegon, MI 4940

Tel: (231) 722-7878

Website: <http://www.wmsrdc.org>

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The West Michigan Shoreline Regional Development Commission (WMSRDC) is a federal and state designated regional planning and development agency serving 120 local governments in Lake, Mason, Muskegon, Newaygo, and Oceana Counties.

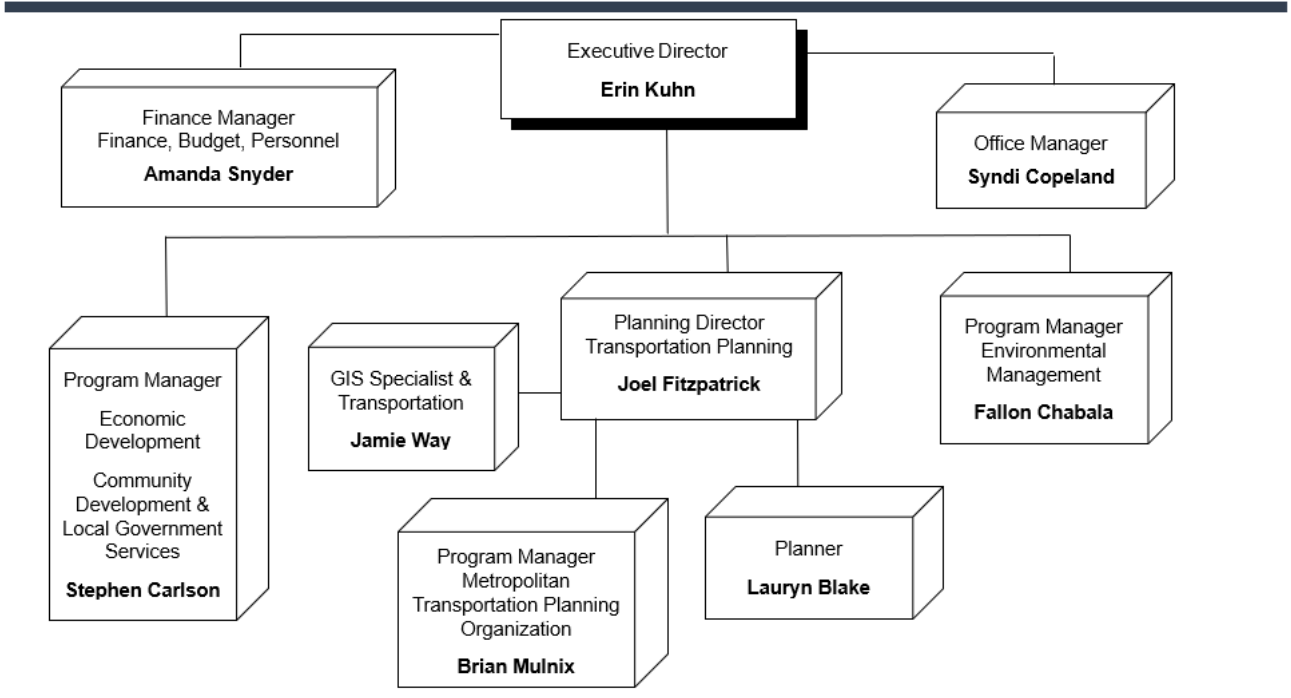
WMSRDC is also the planning agency for the metropolitan transportation planning (MPO) program for Muskegon and Northern Ottawa Counties.

The mission of the Commission is to promote and foster regional development in West Michigan through cooperation amongst local governments and other regional partners. WMSRDC provides services and manages and administers programs in homeland security, transportation planning, economic development, environmental planning, community development, local government services, and other special projects.

Presented in this document is WMSRDC's Cost Allocation Plan for the fiscal year 2025. This proposal is based upon estimated budgets for all programs to be administered by WMSRDC during the period of October 1, 2024 through September 30, 2025. All Federal, State, and local programs have been included in the proposal.

During the proposal fiscal year, no significant changes are anticipated, such as to the accounting system, or definition or to the accounting treatment of any expense category.

ORGANIZATION CHART



STATEMENT OF EMPLOYEE BENEFITS

West Michigan Shoreline Regional Development Commission				
Statement of Employee Benefits				
10/1/24 - 9/30/25				
Description		Amount		
F.I.C.A.	50,970			
Group Insurance	220,476	1,557	Vision	
		10,826	Dental	
		204,805	Health	
		3,287	Life/LTD	
Workers' Compensation Insurance	1,452			
Pension Plan Contributions	50,000			
Michigan Unemployment Insurance	163			
Total	323,061			
Allocation Base:				
Total Salaries	666,277			
Employee Fringe Benefit Rate	48.49%			

STATEMENT OF INDIRECT COSTS

WEST MICHIGAN SHORELINE REGIONAL DEVELOPMENT COMMISSION Statement of Indirect Costs Fiscal Year 2025	
DESCRIPTION	AMOUNT
Indirect Salaries	\$120,922
Employee Benefits	58,632
Administrative Services	97,838
Office Occupancy	47,221
Equipment Use Charges	3,798
Maintenance	21,868
Supplies Expense	2,000
Other - R&M	1,000
Total Indirect Costs	353,278
Indirect Cost Basis	
Direct Chargeable Salaries	\$545,355
Direct Chargeable Employee Benefits	264,429
Total Chargeable Salaries & Benefits	809,785
Indirect Cost Rate	43.63%

PERSONNEL COSTS

WEST MICHIGAN SHORELINE REGIONAL DEVELOPMENT COMMISSION PERSONNEL COST FY 2025												
NAME	TITLE	SALARY	CHARGEABLE SALARY	FICA	LIFE/LTD INS	DENTAL INS	HEALTH INS	VISION INS	WORKERS COMP	MICHIGAN SUTA .2%	Pension Plan Contributions	
TOTAL CHARGABLE PERSONNEL COSTS		545,355	545,355	41,720	2,680	9,065	175,194	1,356	1,188	139	40,926	
TOTAL INDIRECT PERSONNEL COSTS		120,922	120,922	9,251	608	1,761	29,611	202	264	24	9,074	
TOTAL		666,277	666,277	50,970	3,287	10,826	204,805	1,557	1,452	163	50,000	

DIRECT COST BASE BY REVENUE SOURCE

WEST MICHIGAN SHORELINE REGIONAL DEVELOPMENT COMMISSION Direct Base Costs by Revenue Source Fiscal Year 2025

FUNDING SOURCE FUNDING AGENCY	LOCAL DUES N/A	LOCAL N/A	LOCAL N/A	LOCAL N/A	LOCAL N/A	LOCAL N/A	STATE EGLE	STATE EGLE	LOCAL N/A	LOCAL N/A	LOCAL N/A	LOCAL N/A	LOCAL N/A	LOCAL N/A	LOCAL N/A	LOCAL N/A	LOCAL N/A	LOCAL N/A	LOCAL N/A	LOCAL N/A	STATE N/A	FEDERAL/LOCAL EDA	FEDERAL/LOCAL EDA
Salaries	Total	1087	1086	1084	2002	2004	2007	2014	2015	2001	180	1500	2012	5152	5153								
Salaries - Federal	296,737	-	-	-	-	272	151	46,008	22,523	3,446	17,308	5,390	-	-	28,155	6,200							
Salaries - Local	155,667	4,500	182	1,059	151	272	151	46,008	22,523	3,446	17,308	5,390	-	-	11,209	2,857							
Salaries - State	82,861	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-							
Total Salaries	545,265	4,500	182	1,059	151	272	151	46,008	22,523	3,446	17,308	5,390	-	6,393	37,364	8,857							
Fringe Benefits @ 47.56	143,880	-	88	514	73	132	73	22,308	10,921	1,671	8,392	2,613	-	-	12,692	3,006							
Fringe Benefits - Federal	75,474	-	88	514	73	132	73	22,308	10,921	1,671	8,392	2,613	-	-	5,435	1,288							
Fringe Benefits - Local	45,074	-	88	514	73	132	73	22,308	10,921	1,671	8,392	2,613	-	-	18,117	4,295							
Fringe Benefits - State	23,332	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-							
Total Fringe Benefits	284,429	2,182	88	514	73	132	73	22,308	10,921	1,671	8,392	2,613	-	3,100	18,117	4,295							
Total Chargeable Salaries and Fringes	809,785	6,682	270	1,573	225	404	225	68,316	33,444	5,116	25,700	8,003	-	9,493	55,481	13,152							
Indirect @ 39.66	182,225	-	118	689	98	176	98	29,804	14,591	2,232	11,212	3,491	-	-	16,843	4,016							
Indirect - Federal	100,834	-	118	689	98	176	98	29,804	14,591	2,232	11,212	3,491	-	-	7,201	1,721							
Indirect - Local	80,220	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-							
Indirect - State	353,278	2,915	118	686	98	176	98	29,804	14,591	2,232	11,212	3,491	-	-	24,204	5,738							
Total Indirect Costs	-	-	118	686	98	176	98	29,804	14,591	2,232	11,212	3,491	-	-	24,204	5,738							
Contractual	1,883,809	-	-	-	-	-	-	-	-	-	-	-	-	-	17,715	228,511							
Contractual - Federal	883,000	-	-	-	-	-	-	-	-	-	-	-	-	-	57,116	71,050							
Contractual - Local	144,340	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-							
Contractual - State	1,988,567	-	-	-	-	-	-	-	-	-	-	-	-	-	17,715	228,511							
Travel	14,876	-	250	100	100	100	100	250	250	75	1,000	128	-	-	1,400	600							
Travel - Federal	5,477	-	250	100	100	100	100	250	250	75	1,000	128	-	-	1,400	600							
Travel - Local	2,800	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-							
Travel - State	22,953	250	100	100	100	100	100	250	250	75	1,000	128	-	-	2,000	2,000							
Supplies	18,206	-	-	-	-	-	-	-	-	-	-	-	-	-	350	350							
Supplies - Federal	8,362	-	-	-	-	-	-	-	-	-	-	-	-	-	150	150							
Supplies - Local	12,800	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-							
Supplies - State	39,368	100	-	-	-	-	-	-	-	-	-	-	-	-	500	500							
Other	36,686	-	53	41	27	19	27	1,130	1,215	27	134	171	-	-	70	71							
Other - Federal	4,877	-	53	41	27	19	27	1,130	1,215	27	134	171	-	-	30	30							
Other - Local	3,428	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-							
Other - State	44,989	53	-	-	-	-	-	-	-	-	-	-	-	-	100	101							
Total Expenses	3,259,330	10,000	600	2,500	500	750	800	100,000	50,000	7,500	45,000	15,000	57,116	85,000	100,000	250,000							
Revenue Budget	3,259,330	10,000	500	2,500	500	750	500	100,000	50,000	7,500	45,000	15,000	57,116	85,000	100,000	250,000							
Difference	(0)	0	(0)	(0)	0	0	0	0	0	(0)	0	0	(0)	0	0	(1)							

FEDERAL FHWA/FTA	FEDERAL FHWA/FTA	FEDERAL FHWA/FTA	FEDERAL FHWA/FTA	FEDERAL FTA	FEDERAL FHWA	STATE MDOT	STATE MDOT	STATE MDOT	STATE MDOT	STATE MDOT	FEDERAL/LOCAL FHWA/MTA	STATE MIC	LOCAL N/A	STATE DNR	STATE EGLE	FEDERAL NOAA	FEDERAL USFS	STATE DNR	
Metropolitan Transportation Program	Metropolitan Transportation Data Assistance	Metropolitan Area Transportation Planning	Safe and Accessible Transportation Options	Transit Planning	Areawide Air Quality Improvement Program	Regional Transportation Planning	FY24 Asset Management Plan	Rural Transportation Planning	Non-Motorized Plan	MIC Technical Assistance - RICH Hubs	City of Muskegon Forest	Spark Grant Technical Assistance	NonSource Point Watershed Implementation/PI Planning	NRFW Capacity Building and Planning	USFS Tree Planting Grant	DNR Community Forests Grant			
6545	6546	6547	6548	6549	3550	6551	6552	6553	6540	6541				7548	7560	7562			
16,836	34,071	83,484	3,974	28,310	19,000	-	-	-	-	-	-	-	-	-	-	-	8,482	-	-
3,689	7,565	18,514	-	6,278	4,765	-	-	-	-	-	-	-	-	-	-	-	-	-	-
20,324	41,626	102,008	3,974	34,587	23,825	16,378	20,535	9,305	3,470	18,676	-	-	-	-	-	-	10,413	8,482	7,155
8,066	16,520	40,484	1,927	13,727	9,242	-	-	-	-	-	-	-	-	-	-	-	4,113	-	3,469
1,789	3,663	8,877	-	3,044	2,310	-	-	-	-	-	-	-	-	-	-	-	5,049	-	2,833
9,385	20,184	49,481	1,927	16,770	11,552	7,457	9,957	4,512	-	9,056	-	-	-	-	-	-	5,049	4,113	3,469
30,179	61,810	151,489	5,902	51,357	35,577	22,835	30,492	13,817	-	27,732	-	-	-	-	-	-	15,454	12,595	10,624
10,776	22,071	54,087	2,575	18,339	12,347	-	-	-	-	-	-	-	-	-	-	-	5,495	-	4,835
2,390	4,984	11,984	-	4,067	3,087	-	-	-	-	-	-	-	-	-	-	-	6,746	-	3,788
13,166	26,965	66,080	2,575	22,405	15,434	9,962	13,302	6,028	-	12,098	-	-	-	-	-	-	6,746	5,495	4,635
3,873	57,135	73,071	387	5,210	45,462	-	-	-	-	50,000	-	-	-	-	-	-	230,836	-	69,066
869	12,669	18,203	86	1,155	11,366	3,136	6,386	5,407	-	56,000	-	-	-	-	-	-	22,688	-	32,537
4,732	69,804	89,274	473	6,385	56,828	3,136	6,386	5,407	-	105,000	-	-	-	-	-	-	22,688	230,836	58,066
409	409	6,139	409	409	400	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000
91	91	1,361	91	91	100	-	-	-	-	-	-	-	-	-	-	-	-	-	-
500	500	7,500	500	500	500	500	1,500	500	-	-	-	-	-	-	-	-	-	-	1,000
424	409	409	409	409	2,800	-	-	-	-	-	-	-	-	-	-	-	-	-	100
94	91	91	91	45	700	1,000	1,500	200	-	5,000	-	-	-	-	-	-	-	-	100
518	500	500	500	250	3,500	1,000	1,500	200	-	5,000	-	-	-	-	-	-	-	-	100
3,446	272	4,083	124	129	689	-	-	-	-	-	-	-	-	-	-	-	-	-	874
794	90	908	27	29	172	-	-	-	-	-	-	-	-	-	-	-	-	-	4
4,210	332	5,000	151	158	861	-	-	-	-	-	-	-	-	-	-	-	-	-	874
53,306	159,912	319,824	10,100	81,036	112,500	38,000	54,000	26,288	105,000	100,000	5,000	7,500	45,000	250,000	75,000	50,000			
83,306	159,912	319,824	10,100	81,036	112,500	38,000	54,000	26,287	105,000	100,000	5,000	7,500	45,000	250,000	75,000	50,000			
(0)	0	0	(0)	0	0	0	(0)	(1)	-	0	-	0	(0)	0	0	0			

JOB CLASSIFICATIONS

POSITION	GRADE
OFFICE ADMINISTRATION	
Executive Assistant	4
Administrative Assistant	1
FINANCE	
Finance Manager	8
Accounting Manager	6
PLANNING	
Planning Aide	2
Planner	5
Associate Planner	6
GIS Specialist	9
Senior Planner	10
Program Manager	11
Planning Director	12
MANAGEMENT	
Executive Director	*

*Board Determination
 **Non-Exempt Positions

SALARY RANGE SCHEDULE

WEST MICHIGAN SHORELINE REGIONAL DEVELOPMENT COMMISSION			
SALARY RANGE SCHEDULE			
FY2025			
POSITION	SALARY GRADE	MINIMUM SALARY	MAXIMUM SALARY
OFFICE ADMINISTRATION			
Administrative Assistant	1	29,000	40,000
Executive Assistant/Office Manager	4	34,500	57,500
FINANCE			
Finance Manager	8	75,000	98,000
Accounting Manager	6	40,000	52,000
PLANNING			
Planning Aide	2	29,000	34,500
Planner	5	34,500	46,000
Associate Planner	6	40,000	52,000
GIS Specialist	9	38,000	63,000
Senior Planner	10	46,000	57,500
Program Manager	11	55,000	78,000
Planning Director	12	75,000	86,000
EXECUTIVE DIRECTOR: COMMISSION DETERMINATION			

JOB DESCRIPTIONS

TITLE: EXECUTIVE DIRECTOR

General Summary

This position is directly responsible to the West Michigan Shoreline Regional Development Commission. Under the policy direction of the Commission, individual is responsible for directing and managing all agency functions; including work programs, budget, staff supervision, finance, and other management responsibilities.

Major Duties and Responsibilities

- Responsible for the execution of mission and vision of Commission
- Prepares annual work program for Commission approval
- Supervises the financial management of the agency's operation
- Directs the recruitment, evaluation and termination of Commission employees
- Directs the day-to-day operations of the Commission, including the supervision of staff and assignment of responsibilities
- Executes Commission's personnel policies; and develops and implements office management procedures
- Functions as liaison between Commission and Federal, State, and local governments; and other public organizations and the private sector
- Reports to WMSRDC Board of Directors on a regular basis on status of agency programs and finances
- Represents Commission on applicable federal, state, and national organizations

The above is not intended to be an exhaustive list of all duties and responsibilities. The Regional Commission may assign other duties and responsibilities as may be necessary to direct and manage the operation of the agency.

Education and Experience

Master's degree in planning or related field and/or a minimum of fifteen years' experience in planning and development, at least five of which must have been in a supervisory planning position. Strong written and verbal communication skills essential, as well as, ability to work with a wide spectrum of public officials and citizens.

TITLE: FINANCE MANAGER

General Summary

Under the supervision of the Executive Director, individual is responsible for operation and management of all aspects of the Commission's financial matters, including agency's accounting system, budget performance and financial reporting. Assists Executive Director in development and execution of operational policies and procedures.

Major Duties and Responsibilities

- Responsible for cash management
- Prepares, monitors and maintains Commission's budget
- Maintains Commission's accounting system, including general ledger, accounts payable, accounts receivable, payroll, monthly financial reports, and balance sheet
- Prepares and monitors Cost Allocation Plan/Indirect Cost Proposal, and indirect and fringe benefit budget
- Assists and coordinates independent CPA and other Federal and State auditors with financial audit of agency's books
- Prepares and submits appropriate Federal and State required financial statements, forms, and payment requests
- Reviews all purchases and disbursements
- Reviews contractual agreements with Federal and State agencies, and other grantors
- Acts as Human Resource Administrator, processes payroll, and manages benefits plan

The above is not intended to be an exhaustive list of all duties and responsibilities. The Executive Director may assign other duties and responsibilities as may be necessary to fulfill the requirements of the position.

Education and Experience

Bachelor's degree in business administration or related field, with a major in accounting. Master's degree or CPA desirable, but not required.

A minimum of five years of accounting experience with an emphasis on non-profit and/or governmental accounting coupled with progressively responsible experience of which two must be in a supervisory capacity. Strong written and verbal communication skills are essential.

TITLE: OFFICE MANAGER

General Summary

Under the supervision of the Executive Director oversees the day-to-day operations of the Commission office; acts as Secretary to the Executive Board; also, is responsible for providing administrative services to other professionals in the Commission.

Major Duties and Responsibilities

- Directly supports Executive Director with administrative responsibilities
- Maintains Commission's database of contacts and committees
- Maintains filing system for agency
- Updates and distributes Personnel handbooks, as directed by Executive Director
- Serves as a recording secretary at Executive Board meetings and other meetings, and prepares official minutes
- Assists Commission staff with various duties, as needed
- Processes purchase requisitions, creates purchase orders and maintains records of goods received, as necessary
- Prepares contracts, change orders and amendments for various projects.
- Administers the Commission's Federal Project Review System/Regional Clearinghouse
- Processes staff travel arrangements and logistics, screens telephone calls and handles administrative details
- Handles day-to-day office management such as processing incoming and outgoing mail, managing voicemail and phone system, managing and maintaining file system
- Assists Finance Manager in managing monthly financial workpapers
- Supervises other administrative staff of the Commission
- Prepares for new employees, alongside the Finance Manager

The above is not intended to be an exhaustive list of all duties and responsibilities. The Executive Director may assign other duties and responsibilities as may be necessary to fulfill the requirements of the position.

Education and Experience

High School Diploma; business college degree desirable, but not required. Knowledge of Microsoft Office essential.

A minimum of five years office administration experience. (Bachelor's degree in office administration with one-year experience; or an associate degree in office administration with three years' experience may substitute for the five years' experience requirements.)

TITLE: ADMINISTRATIVE ASSISTANT

General Summary

Under the supervision of the Executive Assistant, this position performs a variety of administrative duties including typing, filing, reception services; as well as, other clerical tasks as may be needed.

Major Duties and Responsibilities

- Refers phone calls to appropriate staff and provides general assistance and information to the public
- Receives visitors and refers them to appropriate personnel
- Assists Office Manager in performing various administrative services such as:
 - maintaining filing system for agency
 - reproducing Commission documents on copier or through outside printer
 - Creating sign-in/out log and filing daily
 - Proofreading and editing Commission reports and documents
 - Maintaining general office and equipment supplies by monitoring and ordering supplies, as needed
- Provides administrative support to the technical Planning staff
- Maintains original WMSRDC Publications and current Publications Directory on both shared drive and flash drive
- Maintains WMSRDC Library files and Library Directory on both the shared drive and flash drive
- WeMIC Information

The above is not intended to be an exhaustive list of all duties and responsibilities. The Executive Director and Executive Assistant may assign other duties and responsibilities as may be necessary to fulfill the requirements of the position.

Education and Experience

High School Diploma; Business College training desirable, but not required. Knowledge of Microsoft Office essential.

Minimum of two years office administration experience. (Office Administration degree may substitute for the two years' experience requirement.)

TITLE: PLANNING DIRECTOR

General Summary

Under the supervision of the Executive Director, the planning director is responsible for execution and coordination of the Commission's work program; including supervising assigned personnel. Actively seeks opportunities to expand and grow Commission programs.

Major Duties and Responsibilities

- Reports to the Executive Director on performance of program managers and other planning staff
- Prepares goals and objectives for major areas of agency's work program; translates goals and objectives into a work program in accordance to Federal, State, and local grant application requirements; prepares report on accomplishments for previous year
- Manages and directs Commission's planning work program
- Supervises program managers and other planning staff
- Assists in the development of Commission's work program
- Acts as staff to Commission Committees
- Develops programs and services for local governments, utilizing federal and state resources
- Functions as liaison to federal and local government, as well as, general public
- Works with Finance Manager in developing program budgets

The above is not intended to be an exhaustive list of all duties and responsibilities. The Executive Director and Finance Manager may assign other duties and responsibilities as may be necessary to fulfill the requirements of the position.

Education and Experience

Master's degree in planning or related field and/or a minimum of ten years' experience in planning and development, at least five of which have been in a supervisory planning position. (Bachelor's degree in planning or related field with a minimum of ten years' experience, at least five of which must have been in a

supervisory planning position, may substitute for the above requirements.) Strong written and verbal communication skills essential, as well as, ability to work with a wide spectrum of public officials and citizens.

TITLE: PROGRAM MANAGER

General Summary

Under the supervision of the Executive Director, and applicable Planning Director, program managers are responsible for managing and coordinating major area of the Commission's work program; including supervising assigned personnel.

Major Duties and Responsibilities

- Manages and coordinates accomplishment of work program in accordance with Federal, State, and local requirements
- Prepares monthly progress reports on areas of responsibility, and prepares other Federal and State mandated progress reports
- Works with Commission committees and receives appropriate policy direction
- Prepares articles and announcements for agency newsletter; prepares News and Information bulletins for local government
- Provides technical assistance to local governments, public organizations, citizens, and the private sector
- Supervises assigned staff personnel
- Assists Executive Director and/or Planning Director in developing new programs and services for local governments through careful monitoring of Federal, State, and local assistance programs
- Assists in the development of agency's work program
- Prepares and conducts presentations of Commission plans and programs to agency committees, local governments, and other public bodies and at public hearings
- Prepares Commission grant applications for Federal, State, and local program funds

The above is not intended to be an exhaustive list of all duties and responsibilities. The Executive Director may assign other duties and responsibilities as may be required to fulfill the requirements of the position.

Education and Experience

Bachelor's degree in planning or related field and/or a

minimum of seven years' experience in planning and development, at least three of which must have been in a supervisory planning position. Strong written and verbal communication skills essential, as well as, ability to work with a wide spectrum of public officials and citizens.

TITLE: GIS SPECIALIST

General Summary

Under the supervision of the Executive Director, this person provides GIS services to professional planners in the preparation of agency plans and programs.

Major Duties and Responsibilities

- Develop, implement, and manage GIS data for regional programs for all commission programs
- Develop, implement and manage the Commission's GIS data organizational structure and database environment
- Organize and coordinate activities involving GIS projects
- Consult with and support the planning staff in the development of GIS needs for the Commission's program areas
- Coordinate GIS activities between the Commission and other external agencies
- Maintain current knowledge of trends and developments in the GIS field
- Work with Finance Manager in developing GIS budget

The above is not intended to be an exhaustive list of all duties and responsibilities. The Executive Director may assign other duties and responsibilities as may be necessary to fulfill the requirements of this position.

Education and Experience

Bachelor's Degree in Geography, Geographic Information Systems, Information Technology, or closely related field; and/or a minimum of three (3) years full-time work experience with GIS software applications including ESRI products, such as ArcGIS desktop and server, Geodatabase management, Spatial Analyst, Microsoft and translation programs.

TITLE: SENIOR PLANNER

General Summary

Under the supervision of the Executive Director and Program Manager, this position is responsible for carrying out elements of the agency's work program; including working with Commission committees, local governments, other public bodies and citizens; as well as, other professional planners.

Major Duties and Responsibilities

- Conducts multi-jurisdictional planning, including the coordination and management of Federal, State, and local planning and development programs in the region; and provides technical assistance to local governments in the implementation of development projects
- Assists in the development of agency's work program
- Collects planning data, conducts qualitative and quantitative research and prepares local and regional plans and programs related to specific technical areas
- Prepares and conducts presentations of Commission plans and programs to agency committees, local governments, and other public bodies and at public hearings
- Provides technical assistance to local governments, public bodies, citizens, the private sector and others through the West Michigan Information Center Program
- Prepares Commission grant applications for Federal, State, and local program funds
- Prepares News and Information bulletins for local governments and articles on planning and development issues for agency newsletter

The above is not intended to be an exhaustive list of all duties and responsibilities. The Executive Director and Program Manager may assign other duties and responsibilities as may be necessary to fulfill the requirements of this position.

Education and Experience

Bachelor's degree in planning or related field and/or five years' experience in planning and development. Strong written and verbal communication skills essential, as well as, ability to work with a wide spectrum of public officials and citizens.

TITLE: ASSOCIATE PLANNER

General Summary

Under the supervision of the Executive Director and Program Manager, this position is responsible for carrying out elements of the agency's work program; including working with local governments, other public bodies and citizens; as well as, other professional planners.

Major Duties and Responsibilities

- Conducts multi-jurisdictional planning, including the coordination and management of Federal, State, and local planning and development programs in the region; and provides technical assistance to local governments in the implementation of development projects
- Collects planning data, conducts qualitative and quantitative research and assists in the preparation of local and regional plans and programs related to specific technical areas
- Assists in preparation and conduction of presentations of Commission plans and programs to agency committees, local governments, and other public bodies and at public hearings
- Provides technical assistance to local governments, public bodies, citizens, the private sector and others through the West Michigan Information Center Program
- Assists in the preparation of Commission grant applications for Federal, State, and local program funds
- Assists in the preparation of News and Information bulletins for local governments and articles on planning and development issues for agency newsletter

The above is not intended to be an exhaustive list of all duties and responsibilities. The Executive Director and Program Manager may assign other duties and responsibilities as may be necessary to fulfill the requirements of this position.

Education and Experience

Bachelor's degree in planning or related field and/or a minimum of three years' experience in planning and development. Strong written and verbal communication skills essential, as well as, ability to work with a wide spectrum of public officials and citizens.

TITLE: PLANNER

General Summary

Under the supervision of the Executive Director and Program Manager, this position is responsible for carrying out elements of the agency's work program; including working with local governments, other public bodies and citizens; as well as, other professional planners.

Major Duties and Responsibilities

- Conducts multi-jurisdictional planning, including the coordination and management of Federal, State, and local planning and development programs in the region; and provides technical assistance to local governments in the implementation of development projects
- Collects planning data, conducts qualitative and quantitative research related to specific technical areas
- Provides technical assistance to local governments, public bodies, citizens, the private sector and others through the West Michigan Information Center Program
- Assists in the preparation of News and Information bulletins for local governments and articles on planning and development issues for agency newsletter

The above is not intended to be an exhaustive list of all duties and responsibilities. The Executive Director and Program Manager may assign other duties and responsibilities as may be necessary to fulfill the requirements of this position.

Education and Experience

Bachelor's degree in planning or related field. Six months of relevant internship preferred. Strong written and verbal communication skills essential, as well as, ability to work with a wide spectrum of public officials and citizens.

TITLE: PLANNING AIDE

General Summary

Under the supervision of the Program Manager, this person provides support planning services to professional planners in the preparation of agency plans and programs.

Major Duties and Responsibilities

- Assists in data collection and compilation for plans, programs and projects
- Disseminates routine information and data to local governments, other public bodies and private sector
- Performs program-related computerized data input and output
- Assists in organizing meetings, transmitting notifications, and other follow-up work
- Assists in organizing program records and performing other support duties as necessary
- Assists in preparing grant applications

The above is not intended to be an exhaustive list of all duties and responsibilities. The Executive Director and Program Manager may assign other duties and responsibilities as may be necessary to fulfill the requirements of this position.

Education and Experience

High School Diploma. College training in planning or related field desirable, but not necessary.

COMMISSION STAFF

OFFICE OF EXECUTIVE DIRECTOR

Erin Kuhn, Executive Director ekuhn@wmsrdc.org

Erin is the Executive Director of WMSRDC. She has been with the agency for more than 20 years working in the economic development and local government services programs prior to becoming the executive director in 2014.

Erin is a governor appointee and voting member of the Michigan Infrastructure Council and serves on several of the Council's sub-committees including the Asset Management Self-Assessment Data Committee and chairs the Asset Management Champion Program Committee. She also serves as President of the Michigan Association of Regions and is former chair of the West Michigan Prosperity Alliance. She serves on the United Way of the Lakeshore Board of Directors and is Chair of the United Way's Community Impact Council. Erin is a member of the Muskegon Rotary Club, former Lakeshore Athena Award nominee, and a Muskegon Lakeshore Chamber of Commerce Agent of Change.

Erin was born and raised in West Michigan. She earned degrees from Muskegon Community College and Grand Valley State University. She currently lives in the City of Norton Shores with her husband and three children.

Syndi Copeland, Executive Assistant
scopeland@wmsrdc.org

Under the supervision of the Executive Director, Syndi oversees the day-to-day operations of the Commission office; acts as Secretary to the Executive Board; and is responsible for providing administrative services to other professionals in the Commission. Syndi has been with the Commission for 14 years.

Syndi attended college at Grand Rapids School of the Bible and Music and Moody Bible Institute. Throughout her career she has provided various office support to a K-12 school, psychologist, insurance agency, food service provider, aerospace industry, tobacco corporation, church, hospital, university and finally, WMSRDC.

Syndi has been a West Michigan resident for nearly 40 years. She currently resides in Grand Haven with her husband. Syndi enjoys baking and quilting and the West Michigan beaches! Her husband and she host dinner events with a wide variety of people, but their favorites are with their three grown children, their spouses, and

those WONDERFUL grandchildren!

FINANCE AND BUDGET

Amanda Snyder, Finance Manager asnyder@wmsrdc.org

Amanda is the Finance Manager of WMSRDC. She joined the Commission in 2019 after working nearly a decade as an industry accountant specializing in non-profit accounting.

Amanda is passionate about marrying accounting and operations with technology. Since her arrival at the Commission, she has strived to modernize operations utilizing cloud-based, paperless systems. In early 2021, she led an organization-wide technology migration to improve operational efficiency and flexibility. The best part of her job is when someone wants to talk about accounting and finance. Her continuous goal is financial transparency, and she enjoys engaging the staff and board members about the Commission's operations.

Additionally, Amanda serves as Treasurer for the Walden Green Montessori Board of Directors and is a member of the Association for Governmental Accountants. She earned a Bachelor of Arts from Western Michigan University and a Master of Professional Accounting from the University of Miami, Coral Gables. She resides in Whitehall with her husband and two children where she enjoys gardening and lazy beach days.

ECONOMIC DEVELOPMENT, COMMUNITY DEVELOPMENT, AND LOCAL GOVERNMENT SERVICES

Stephen Carlson, Program Manager
scarlson@wmsrdc.org

Stephen (pronounced "Steffen") oversees the economic development and local government services program areas. He has been with WMSRDC since 2003 and earned a degree in Geography from Grand Valley State University in 2004. He believes in supporting the work of local governments and promoting regional cooperation.

Stephen has written or collaborated on more than two dozen documents spanning regional economic development, local master and recreation plans, hazard mitigation, wildfire protection, flood mitigation, brownfields, and shoreline resilience. He has training in infrastructure asset management, leadership, and GIS to go along with experience with grant writing, public engagement, and facilitation.

Stephen enjoys the outdoors, playing sports, gardening, and traveling. His personal achievements include

receiving a Muskegon Community College golf scholarship; involvement with the Grand Valley State University men's club volleyball team as co-founder, player, and coach; teaching a course in map design at Muskegon Community College; and many summers spent playing semi-professional beach volleyball on the Midwest Professional Volleyball Association tour. Stephen lives in Norton Shores with his wife and two children.

ENVIRONMENTAL PLANNING

Fallon Chabala, Program Manager kevans@wmsrdc.org

Fallon joined WMSRDC in 2021 as the agency's Environmental Program Manager. Prior to joining WMSRDC, Fallon was the coordinator of a Cooperative Invasive Species Management Area (CISMA) first in the Saginaw Bay region and then for the Barry, Calhoun, Kalamazoo region. Throughout this time, she managed multiple field crews, as well as state and federal grants. This oversight included ensuring proper permits, licenses, and permission from landowners, while meeting project deliverable deadlines. To support collaborative management, she gathered and disseminated information from professional organizations and provided education and outreach to the general public. Fallon also spent multiple years working as a student intern at Grand Valley State University Annis Water Resources Institute.

Fallon was born and raised in Norton Shores. She earned a bachelor's degree in biology from Grand Valley State University. She currently lives in Grand Rapids with her husband.

TRANSPORTATION PLANNING

Joel Fitzpatrick, Program Director jfitzpatrick@wmsrdc.org

Joel Fitzpatrick works for WMSRDC as the Transportation Planning Director, overseeing all transportation programs for the Commission. He has been with the agency since 2007. Joel coordinates the agency's small urban and rural transportation programs, overseeing transportation project selection, and programming for the region's five counties. He also administers the MPO's traffic count program, which collects approximately 100 traffic counts per year, as well as the region's asset management program, which collects data for hundreds of miles of federal aid eligible roads every year.

Joel serves on the Michigan Department of

Transportation's Rural Task Force Oversight Board as well as its education sub-committee. Joel is a member of the American Planning Association and is a Certified Planner through their American Institute of Certified Planners (AICP). He has also completed the Michigan Infrastructure Council's Asset Management Champion Program. Joel's prior experience includes having served on the City of Roosevelt Park's Planning Commission and Zoning Board of Appeals. Prior to joining WMSRDC, Joel worked in various planning positions focusing on economic development planning, historic district planning, grant writing, and recreation planning. Joel has an undergraduate degree in Economics as well as a Master's degree in Public Administration, both from Central Michigan University.

Brian Mulnix, Program Manager bmulnix@wmsrdc.org

Brian Mulnix has been with the agency since 1998 and works primarily in transportation planning but has experience in all areas of the agency including GIS, local government services, and environmental planning. His current role is the Program Manager for the Metropolitan Planning Organization (MPO) where he is responsible for the planning of over \$15 annual million in federal transportation funding to improve the multi-modal transportation system and network in West Michigan. Brian also develops short- and long-range transportation plans for the transit and road agencies within the MPO.

Brian earned his Bachelor's degree from Central Michigan University and his Master of Public Administration from Grand Valley State University. Brian has served on his local planning commission for over 15 years and volunteers for various groups and events in the area. Brian grew up and continues to live in the White Lake area in northern Muskegon County with his two children.

Lauryn Blake, Planner lblake@wmsrdc.org

Lauryn joined WMSRDC in 2024 as a Planner under the supervision of the Transportation Planning Director, Joel Fitzpatrick. She is responsible for attending meetings for the MPO, TIP, Technical and Policy Committee meetings, as well as participating with the MITC-IAWG on air quality for the Clean Air Coalition (CAC). There will also be engagement with public involvement for rural and small-urban areas as well as transportation decision making and annual PASER road ratings. In 2023, Lauryn graduated from Grand Valley State University where she earned her Bachelor of Science in Geography, as well as certifications in Sustainable Urban

and Regional Development, Geographic Information Systems (GIS), and Environmental Remote Sensing (RS). Before becoming a Planner, Lauryn was a designer, working to customize dream spaces for all levels of skill – DIYers to contractors. She emulates this do-it-yourself attitude by teaching herself to paint, write, and cross-stitch. Currently, she resides in Allendale where she roller skates by day and stargazes at night!

Jamie Way, GIS Planner

jway@wmsrdc.org

Jamie has worked as WMSRDC's Geographic Information Systems (GIS) Specialist since 2016 where she creates and manages the mapping software as well as mapping of all data and content used to manage WMSRDC programs. She belongs to both the Michigan Communities Association of Mapping Professionals (MiCAMP) and Improving Michigan's Access to Geographic Information Networks (IMAGIN) GIS user associations where she has won awards for her mapping skills. Jamie began her career in mapping while attending Muskegon Community College where she received her degree with a GIS Certification. Before coming to WMSRDC, Jamie interned for Muskegon County GIS before heading to Newaygo County where she worked in the GIS Department for several years. Her work spans across all WMSRDC programs, including transportation, local planning, environmental, economic development, and specialty GIS projects such mapping cemeteries, bridge and culvert safety data, as well as Veterans Memorial Park.

Jamie is also a part of the WMSRDC transportation team taking part in annual PASER road ratings and transportation planning activities. In addition, she has managed several environmental grants such as the Hemlock Woolly Adelgid invasive species treatments and multiple tree planting grants. Jamie serves as an Asset Management Infrastructure Champion and is trained in Redevelopment Readiness Communities.

Before becoming a cartographer, she worked as an educational sign language interpreter for the public school system. Jamie resides in Norton Shores and enjoys birding, mushroom hunting, cooking, and crocheting.

COMMISSION STAFFED COMMITTEES/BOARDS

As of May 8, 2024

MPO Transportation Policy Committee

Kim Arter, Supervisor	Laketon Township
Roger Belknap, Commissioner	Ottawa County
Richard Carlson, Mayor	City of Ferrysburg
Arnie Erb, Supervisor	Whitehall Township
Jeff Franklin, West Unit Supervisor	MDOT – Bureau of Transportation Planning
Diane Goodman, Councilperson	City of Roosevelt Park
Rachel Gorman, Commissioner At-Large	City of Muskegon
Michelle Hazekamp, Commissioner	Muskegon County
Bob Hires, Mayor Pro-Tem	City of Montague
Marcia Hovey-Wright, Commissioner	Muskegon County
Ryan Kelly, Trustee	Crockery Township
Jack Kennedy, Commissioner	Muskegon County Road Commission
Bonnie McGlothlin, Mayor	City of Muskegon Heights
Kevin McLaughlin, Council Member	City of Grand Haven
Robert Monetza, Mayor	City of Grand Haven
Bill Mogren, Councilmember	City of North Muskegon
Roger Morgenstern, Councilperson	City of Norton Shores
Mark Powers, Councilperson	Village of Spring Lake
Kathleen Russell, FTA Representative	Federal Highway Administration
Steve Salter, Mayor	City of Whitehall
Andrew Sibold, Planner	FHA, Michigan Division
Roger Vanderstelt, President	Village of Fruitport

MPO Transportation Technical Committee

Brian Armstrong, Director	City of Whitehall DPW
Scott Beishuizen, Superintendent	City of Montague DPW
Craig Bessinger, Manager	City of Ferrysburg
Steve Biesiada, Director	Fruitport Charter Township DPW
Jill Bonthuis, Executive Director	Pioneer Resources
Scott Borg, Transportation Director	Harbor Transit
Paul Bouman, County Highway Engineer	Muskegon County Road Commission
Wally Delamater, Director	City of Spring Lake DPW
Mark Disselkoe, Supervisor	City of North Muskegon DPW
Marc Fredrickson, TSC Manager	MDOT – Muskegon Trans. Service Center
Derek Gajdos, Director	City of Grand Haven DPW
Khi Guy, Director	City of Muskegon Heights DPW
Amy Haack, Clerk	Village of Fruitport
Dennis Kent, Region Transportation Planner	MDOT Grand Region
Tyler Kent, Transportation Planner	MDOT Grand Region
James Koens, Manager	Muskegon Area Transit System
Brett Laughlin, Managing Director	Ottawa County Road Commission
Jeff Marcinkowski, Supervisor	Fruitland Township
Jim Murphy, Project Engineer	City of Norton Shores
Todd Myers, City Engineer	City of Norton Shores DPW
Jerry Rabideau, Supervisor	Spring Lake Township
Kathleen Russell, FTA Representative	Federal Highway Administration
Paul Sachs, Director	Ottawa County Plan & Performance Improvement
Andrew Sibold, Planner	FHA, Michigan Division

Wade VandenBosch, Director
Dan VanderHeide, Director
Ben VanHoeven, Director
Luke Walters, MPO Program Manager

Muskegon County DPW
City of Muskegon DPW
City of Roosevelt Park DPW
MDOT – Statewide Planning Section

Rural Transportation Task Force

Paul Bouman, County Highway Engineer
Jeff Franklin, West Unit Supervisor
Brad Hinken, Director
Mike Jarvis, Project Manager
Kasey Jernberg, City Manager
Tyler Kent, Transportation Planner
Paul Keson, Executive Director
James Koens, Manager
Teresa Lamb, Village Clerk
Lisa Nagel, Transportation Director
Geoff Nelson, Manager
Howard Perry, Director
Brian Stark, Program Manager
Mark Timmer, Managing Director
LeRoy Williams, Managing Director
Derek Wawsczyk, Manager
Steve Wessels, Engineer
VACANT
VACANT

Muskegon County Road Commission
MDOT – Bureau of Transportation Planning
Newaygo County Commission on Aging
MDOT – Office of Passenger Transportation
City of Grant, Newaygo County
MDOT Grand Region
Ludington Mass Transit Authority
Muskegon Area Transit System
Village of Baldwin
Oceana County Council on Aging
Village of Ravenna DPW
Yates Township Dial-a-Ride
MDOT – RTF
Oceana County Road Commission
Lake County Road Commission
Newaygo County Road Commission
Mason County Road Commission
Oceana County Village/City Representative
Mason County Village/City Representative

Comprehensive Economic Development Strategy (CEDS) Committee

Curtis Burdette, Executive Director
Julie Burrell, Business Development Coord.-
Newaygo County
Ryan Coffey Hoag, Extension Educator
Jamie Cutter, Remittance & MFR Supervisor
Sue DeVries, Community Assistance Specialist
Eric Gustad, Community Affairs Manager
Leslie Jolman, Asst. Mgr. for Business Services
Shelly Keene, Executive Director
Mark Kinney, VP of Academics
& Student Services
Tobi Lake, Administrator
Jodi Nichols, Executive Director
Dan Rinsema-Sybenga,
Dean of Academic Affairs
Marla Schneider, President/CEO
Jonathan Wilson, Regional Manager
Christopher Wren, Administrator
Kristi Zimmerman,
Economic Development Director

Oceana County Economic Alliance
The Right Place
MSU Extension
Great Lakes Energy
Michigan Economic Development Corporation
Consumers Energy
West Michigan Works!
Michigan Works! West Central
West Shore Community College
Lake County
Lake County Economic Development Alliance
Muskegon Community College
Greater Muskegon Economic Development
DTE Energy
Newaygo County
Ludington & Scottville Area Chamber of Commerce

**West Michigan Shoreline Regional Development Commission
Board of Directors**

Jennifer Hodges, Chairperson, Supervisor	Muskegon Charter Township
Kathy Winczewski, Vice-Chair, Councilperson	City of Ludington
James Rynberg, Secretary, Mayor	City of Fremont
Tim Beggs, Commissioner	Oceana County
Kim Cyr, Commissioner	Muskegon County
Beth Dick, VP of Finance & CFO	Muskegon Community College
Rachel Gorman, Commissioner At-Large	City of Muskegon
Michelle Hazekamp, Commissioner	Muskegon County
Marcia Hovey-Wright, Commissioner	Muskegon County
Les Johnson, Commissioner	Mason County
James Kelly, District 5 Director	MSU Extension
Mark Kinney, VP of Academics & Student Services	West Shore Community College
Bryan Kolk, Commissioner	Newaygo County
Andrea Large, Executive Director	Community Foundation for Mason County
Bonnie McGlothin, Councilperson	City of Muskegon Heights
Paul Mellema, Commissioner	Oceana County
Roger Morgenstern, Councilperson	City of Norton Shores
Phil Morse, Commissioner	Oceana County
Lewis Squires, Commissioner	Mason County
Clyde Welford, Commissioner	Lake County
Jonathan Wilson, Regional Manager	DTE Energy

CERTIFICATE OF COST ALLOCATION PLAN

This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:

1. All costs included in this proposal May 8, 2024 to establish cost allocations or billings for the fiscal year October 1, 2024 to September 30, 2025 are allowable in accordance with the requirements of the Federal awards(s) to which they apply and OMB Circular A 87, "Costs Principles for State, Local, and Indian Tribal Governments." Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.
2. All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or casual relationship between expenses incurred and the awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently.

I declare that the foregoing is true and correct.

Organization: West Michigan Shoreline
Regional Development Commission

Signature: 

Name of Official: Erin Kuhn

Title: Executive Director

Date of Execution: May 8, 2024

CERTIFICATE OF INDIRECT COSTS

This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

- (1) All costs included in this proposal May 8, 2024 to establish billing or final indirect cost rates for October 1, 2024 through September 30, 2025 are allowable in accordance with the requirements of the Federal award(s) to which they apply and the provisions of 2 CFR Part 200 Subpart E-Cost Principles. Unallowable costs have been adjusted for in allocating costs as indicated in the indirect cost proposal.
- (2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Governmental Unit: West Michigan Shoreline Regional Development Commission

Signature: 

Name of Official (printed): Erin Kuhn

Title: Executive Director

Date of Execution: May 8, 2024



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