

FY 2026 WESTPLAN UWP APPENDIX

APPENDIX A:

FUNDING SOURCE SUMMARY

APPENDIX A
TRANSPORTATION PLANNING WORK PROGRAM
FUNDING SOURCE SUMMARY
FY 2026

	FTA SEC 5303		LOCAL MATCH FOR		LOCAL MATCH FOR		LOCAL MATCH FOR		STATE MATCH FOR		FEDERAL TOTAL		STATE TOTAL		LOCAL MATCH TOTAL		MPO TOTAL	
	PL FEDERAL	FEDERAL	CMAQ	PL	SEC 5303	CMAQ	PL	SEC 5303	CMAQ	PL	FEDERAL	TOTAL	STATE	TOTAL	LOCAL MATCH	TOTAL	MPO TOTAL	TOTAL
MPO PROGRAM																		
MANAGEMENT	40,175	4,086	-	8,909	906	-	-	-	-	-	44,261	-	-	-	9,815	-	54,077	-
METRO AREA																		
DATA ASSISTANCE	120,524	12,259	-	26,726	2,718	-	-	-	-	-	132,783	-	-	-	29,444	-	162,227	-
METRO AREA																		
PLANNING	241,048	24,518	-	53,452	5,437	-	-	-	-	-	265,565	-	-	-	58,888	-	324,454	-
SAFE AND ACCESSIBLE																		
TRANSPORTATION OPTIONS	10,301	-	-	-	-	-	-	-	-	-	10,301	-	-	-	-	-	10,301	-
Multimodal Subtotal	412,047	40,863	-	89,086	9,061	-	-	-	-	-	452,910	-	-	-	98,147	-	551,057	-
TRANSIT PLANNING																		
Transit Subtotal	-	63,914	-	-	14,173	-	-	-	-	-	63,914	-	-	-	14,173	-	78,087	-
AREAWIDE AIR QUALITY																		
IMPROVEMENT PROGRAM	-	-	90,000	-	-	22,500	-	-	-	-	90,000	-	-	-	22,500	-	112,500	-
GRAND TOTAL \$	412,047	\$104,777	\$ 90,000	\$ 89,086	\$ 23,234	\$ 22,500	\$ -	\$ -	\$ -	\$ -	\$606,824	\$ -	\$ -	\$ -	\$ 134,820	\$ -	\$ 741,644	\$ -

APPENDIX B:

COST ALLOCATION PLAN

Fiscal Year 2026

Cost Allocation Plan

October 1, 2025 – September 30, 2026



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

Kathy Winczewski, Chairperson
James Rynberg, Vice-Chairperson
Michelle Hazekamp, Secretary
Erin Kuhn, Executive Director, WMSRDC
Amanda Snyder, Finance Manager
Joel Fitzpatrick, Transportation Director
Brian Mulnix, MPO Program Manager
Lauryl Blake, Transportation Planner
Jack Grice, GIS Technical/Transportation 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)

316 Morris Avenue, Suite 340

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.

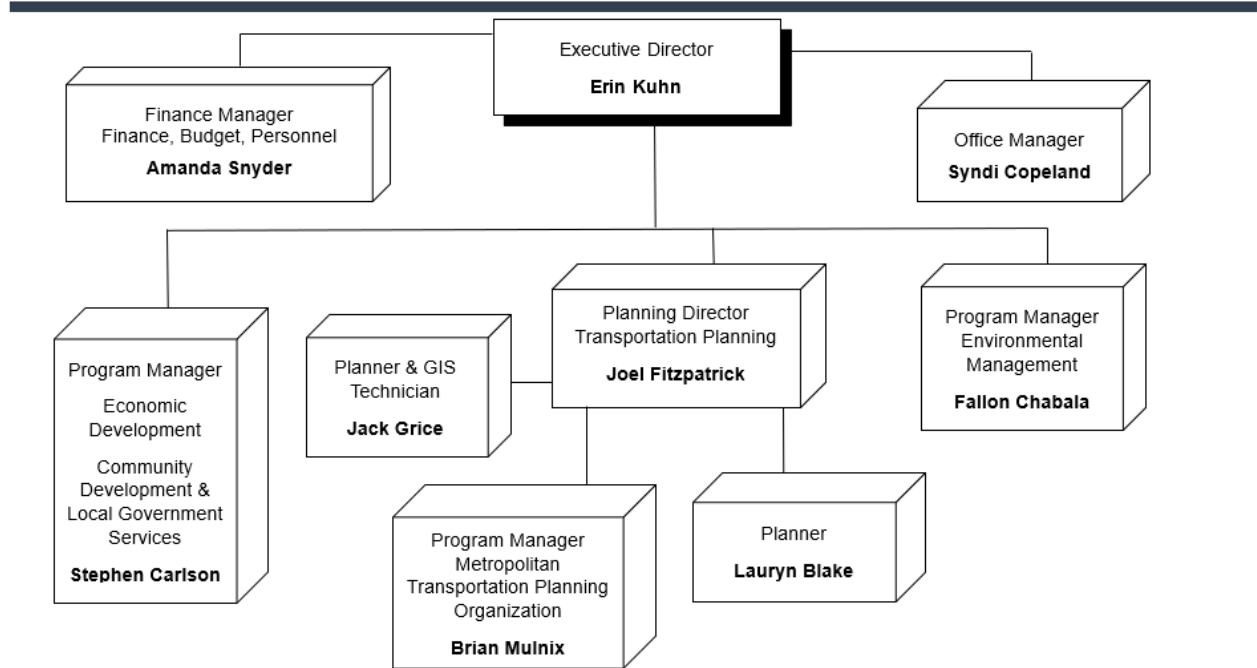
WMSRDC is also the planning agency for the metropolitan transportation planning (MPO) program for Muskegon and Northern Ottawa Counties.

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 2026. This proposal is based upon estimated budgets for all programs to be administered by WMSRDC during the period of October 1, 2025 through September 30, 2026. 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				
10/1/25 - 9/30/26				
Description	Amount			
F.I.C.A.	52,090			
Group Insurance	250,239	1,736	Vision	
		11,621	Dental	
		233,600	Health	
		3,283	Life/LTD	
Workers' Compensation Insurance	1,452			
Pension Plan Contributions	85,000			
Michigan Unemployment Insurance	164			
Total	388,945			
Allocation Base:				
Total Salaries	680,915			
Employee Fringe Benefit Rate	57.12%			

STATEMENT OF INDIRECT COSTS

WEST MICHIGAN SHORELINE REGIONAL DEVELOPMENT COMMISSION Statement of Indirect Costs Fiscal Year 2026			
DESCRIPTION		AMOUNT	
Indirect Salaries		\$135,253	
Employee Benefits		77,258	
Administrative Services		95,768	
Office Occupancy	✓	48,631	
Equipment Use Charges	✓	3,798	
Maintenance	✓	25,775	
Supplies Expense	✓	2,000	
Other - R&M	✓	1,000	
Total Indirect Costs	✓	389,483	
Indirect Cost Basis			
Direct Chargeable Salaries	✓	\$545,661	
Direct Chargeable Employee Benefits	✓	311,687	
Total Chargeable Salaries & Benefits	✓	857,349	
Indirect Cost Rate	✓	45.43%	

		WEST MIC REGIONAL DEV PER	
NAME	TITLE	SALARY	CHARGEABLE SALARY
TOTAL CHARGABLE PERSONNEL COSTS		545,661	545,661
TOTAL INDIRECT PERSONNEL COSTS		135,253	135,253
TOTAL		680,915	680,915

West Michigan Shoreline Development Commission **Fiscal Year 2026 Cost Allocation Plan**

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FUNDING SOURCE	LOCAL DUES	LOCAL	LOCAL/STATE	STATE RURAL	STATE	LOCAL	LOCAL	STATE	FEDERAL/LOCAL	FEDERAL/LOCAL	FEDERAL	FEDERAL	FEDERAL	FEDERAL
FUNDING AGENCY	N/A	N/A	ELIGE	PROSPERITY	MIC	N/A	N/A	RPI	EDA	EDA	FHWA/FTA	FHWA/FTA	FHWA/FTA	FHWA/FTA
Salaries - Federal	277,837	-	-	-	-	-	-	-	7,248	21,386	18,166	41,456	91,385	4,103
Salaries - Local	138,659	3,329	884	-	10,996	27,204	-	10,785	3,106	9,166	4,028	9,193	20,284	-
Salaries - State	132,166	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Salaries	548,661	3,329	884	-	10,996	27,204	10,604	10,785	10,355	30,552	22,184	50,649	111,649	4,103
Difference	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fringe Benefits - Federal	169,703	-	-	-	-	-	-	-	4,140	12,216	10,376	23,880	62,200	2,344
Fringe Benefits - Local	76,490	1,644	505	-	6,281	15,539	6,057	6,161	1,714	5,235	2,301	5,251	11,915	-
Fringe Benefits - State	75,539	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Fringe Benefits	311,687	1,644	505	-	6,281	15,539	6,057	6,161	5,915	17,452	12,677	29,331	63,775	2,344
Difference	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Changeable Salaries and Fringes	857,349	5,073	1,389	-	17,277	42,743	16,661	16,946	16,270	48,003	34,871	79,880	175,424	6,447
Indirect - Federal	198,315	-	-	-	-	-	-	-	6,174	15,265	12,966	29,991	65,229	2,829
Indirect - Local	96,831	2,304	631	-	7,619	19,418	7,689	7,698	2,217	6,542	2,875	6,462	14,464	-
Indirect - State	59,338	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Indirect Costs	354,483	2,304	631	-	34,628	7,646	19,418	7,698	7,391	21,807	15,841	36,152	79,693	2,829
Difference	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contractual - Federal	317,700	-	-	-	-	-	-	-	-	-	-	-	36,833	-
Contractual - Local	123,279	-	-	-	-	-	-	-	-	-	-	-	-	-
Contractual - State	440,000	-	-	-	-	25,000	-	-	-	-	-	-	8,166	-
Total Contractual	880,979	-	-	-	-	25,000	-	-	-	-	-	-	45,000	-
Difference	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Travel - Federal	15,713	-	-	-	-	-	-	-	350	2,100	409	409	8,185	250
Travel - Local	3,719	250	100	-	-	-	100	-	150	500	91	91	1,818	-
Travel - State	4,350	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Travel	25,450	250	100	-	1,000	250	100	-	500	3,000	500	500	10,000	250
Difference	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Supplies - Federal	15,797	-	-	-	-	-	-	-	350	700	424	409	409	450
Supplies - Local	3,171	100	100	-	500	2,500	100	-	150	300	94	91	91	-
Supplies - State	5,350	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Supplies	24,318	100	100	-	500	500	100	-	500	1,000	518	500	500	450
Difference	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other - Federal	117,675	-	-	-	-	-	-	-	237	832	1,921	37,238	11,326	225
Other - Local	108,486	2,273	2,779	-	37,652	4,674	570	-	102	397	426	8,257	2,511	-
Other - State	82,946	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Other	309,107	2,273	2,779	-	37,652	4,574	58,839	570	336	339	2,347	45,495	13,837	225
Difference	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	2,486,686	10,000	5,000	160,000	30,000	160,000	25,000	44,947	25,000	25,000	75,000	54,077	182,227	324,454
Revenue Budget	2,486,686	10,000	5,000	160,000	30,000	160,000	25,000	44,947	25,000	25,000	75,000	54,077	182,227	324,454
Difference	0	(0)	0	0	0	(0)	0	(0)	(0)	0	0	(0)	(0)	0

	FEDERAL	FEDERAL	STATE	STATE	STATE	STATE	STATE	STATE	LOCAL	FEDERAL	FEDERAL	STATE	LOCAL	STATE	FEDERAL	LOCAL	LOCAL DUES	
	FTA	FHWA	MDOT	MDOT	MDOT	MDOT	DNR	EGLE	NFWF	USFS	USFS	EGLE	EGLE	EGLE	NOAA	GLFT	N/A	
	Arenawide Air Quality Improvement Program																	
Transit Planning	6571	6572	6573	6574	6574	6574	6566	7502	7504	7505	7507	7508	7547	7548	7511	7512	7515	7622
	28,692	20,623	-	-	-	-	-	-	-	8,827	6,903	7,272	3,804	19,383	-	7,524	-	6,362
	6,338	5,156	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,791
	34,920	25,779	15,569	18,107	10,603	18,107	10,803	7,820	10,334	8,827	6,903	7,272	3,804	19,383	15,988	7,524	3,791	6,332
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	16,327	11,760	-	-	-	-	-	-	-	5,042	3,943	4,154	2,173	11,072	-	4,298	-	3,629
	3,620	2,946	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	19,947	14,725	8,893	10,914	6,056	4,467	5,903	4,467	5,903	5,042	3,943	4,154	2,173	11,072	9,115	4,298	2,165	3,629
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	54,867	40,505	24,461	30,021	16,659	-	12,286	16,237	13,869	10,846	11,425	5,978	30,456	25,073	11,822	5,957	9,981	-
	20,402	14,721	-	-	-	-	-	-	-	4,927	5,190	2,716	13,836	-	5,371	-	4,534	-
	4,624	3,680	11,113	13,638	7,568	-	5,582	7,376	6,301	-	-	-	-	-	-	-	2,706	4,534
	24,826	18,401	11,113	13,638	7,568	-	5,582	7,376	6,301	4,927	5,190	2,716	13,836	11,380	5,371	2,706	4,534	-
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	-	40,656	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	-	10,166	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	-	50,823	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	409	400	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	91	100	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	500	500	500	1,500	500	-	-	100	500	1,000	1,000	1,000	200	500	500	500	500	200
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	205	1,600	-	-	-	-	-	-	-	250	5,000	500	5,000	-	500	-	-	200
	45	400	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	250	2,000	1,000	500	200	-	-	100	1,000	250	5,000	500	5,000	500	500	500	500	200
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	404	218	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	89	54	926	10,840	3,754	-	1,095	1,187	53,330	-	7,977	14,884	607	10,000	-	31,807	-	85
	483	272	928	10,840	3,754	-	1,095	1,187	53,330	7,977	14,884	607	10,000	-	31,807	-	338	85
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	81,036	112,500	38,000	61,500	28,881	10,000	18,963	45,000	125,000	75,000	112,500	10,000	75,000	37,500	150,000	400,000	15,000	-
	81,036	112,500	38,000	61,500	28,881	10,000	18,963	45,000	125,000	75,000	112,500	10,000	75,000	37,500	150,000	400,000	15,000	-
	0	(0)	0	0	(0)	-	0	0	0	0	0	(0)	(0)	(0)	0	(0)	(0)	(0)

JOB CLASSIFICATIONS

POSITION	GRADE
OFFICE ADMINISTRATION	
Office Manager	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			
FY2026			
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			
Intern	2	29,000	34,500
Planner	5	34,500	55,000
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, Office Manager 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 Vice-Chair and 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!

Jack Grice, GIS Technician/Planner jgrice@wmsrdc.org

Jack joined WMSRDC in 2025 as a Transportation Planner and GIS Technician, working under the supervision of the Transportation Planning Director, Joel Fitzpatrick. In this role, Jack is involved in the annual PASER road ratings, assists in coordinating the maintenance of the Highway Performance Monitoring System database within the region, and contributes to the Small Urban, Regional, and Traffic Count Programs. Jack also is responsible for attending MPO, TIP, and committee meetings. In addition to these duties, Jack serves as a GIS Technician where he is responsible for administering WMSRDC GIS datasets and assisting all WMSRDC programs, as needed, for spatial analysis and reporting.

Jack graduated from Grand Valley State University in 2024 with a Bachelor of Science in Natural Resources Management, complemented by minors in Biology and Geospatial Technologies. Additionally, he holds certifications in Geographic Information Systems, Applied GIS in Natural Resources, and RX-310 Prescribed Burns. In his free time, Jack enjoys hiking along the lakeshore, engaging in pickleball and disc golf, and watching sports.

COMMISSION STAFFED COMMITTEES/BOARDS

As of April 30, 2025

MPO Transportation Policy Committee

Kim Arter, Supervisor
Heather Bowden, West Unit Supervisor
Josh Brugger, Commissioner
Richard Carlson, Mayor
Diane Goodman, Councilperson
Rachel Gorman, Commissioner At-Large
Michelle Hazekamp, Commissioner
Bob Hires, Mayor Pro-Tem
Ryan Kelly, Trustee
Jack Kennedy, Commissioner
Bonnie McGlothlin, Mayor
Chris McGuigan, Commissioner
Kevin McLaughlin, Council Member
Robert Monetza, Mayor
Bill Mogren, Councilmember
Roger Morgenstern, Councilperson
Mark Powers, Councilperson
Kathleen Russell, FTA Representative
Steve Salter, Mayor
Jenny Staroska, Planner
Roger Vanderstelt, President
VACANT

Laketon Township
MDOT – Bureau of Transportation Planning
Ottawa County
City of Ferrysburg
City of Roosevelt Park
City of Muskegon
Muskegon County
City of Montague
Crockery Township
Muskegon County Road Commission
City of Muskegon Heights
Muskegon County
City of Grand Haven
City of Grand Haven
City of North Muskegon
City of Norton Shores
Village of Spring Lake
Federal Highway Administration
City of Whitehall
FHA, Michigan Division
Village of Fruitport
Muskegon County Rural Township

MPO Transportation Technical Committee

Brian Armstrong, Director
Scott Beishuizen, Superintendent
Craig Bessinger, Manager
Steve Biesiada, Director
Jill Bonthuis, Executive Director
Scott Borg, Transportation Director
Paul Bouman, County Highway Engineer
Wally Delamater, Director
Mark Disselkoen, Supervisor
Marc Fredrickson, TSC Manager
Derek Gajdos, Director
Khi Guy, Director
Amy Haack, Clerk
Dennis Kent, Region Transportation Planner
Tyler Kent, Transportation Planner
James Koens, Manager
Brett Laughlin, Managing Director
Jeff Marcinkowski, Supervisor
Jim Murphy, Project Engineer
Todd Myers, City Engineer
Jerry Rabideau, Supervisor
Kathleen Russell, FTA Representative
Paul Sachs, Director
Jenny Staroska, Planner

City of Whitehall DPW
City of Montague DPW
City of Ferrysburg
Fruitport Charter Township DPW
Pioneer Resources
Harbor Transit
Muskegon County Road Commission
City of Spring Lake DPW
City of North Muskegon DPW
MDOT – Muskegon Trans. Service Center
City of Grand Haven DPW
City of Muskegon Heights DPW
Village of Fruitport
MDOT Grand Region
MDOT Grand Region
Muskegon Area Transit System
Ottawa County Road Commission
Fruitland Township
City of Norton Shores
City of Norton Shores DPW
Spring Lake Township
Federal Highway Administration
Ottawa County Plan & Performance Improvement
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

Mark Timmer, Chairperson,
 Managing Director
 Derek Wawsczyk, Vice-Chair, Manager
 Paul Bouman, County Highway Engineer
 Brad Hinken, Director
 Jeff Hodges, Village President
 Kasey Jernberg, City Manager
 Tyler Kent, Transportation Planner
 Paul Keson, Executive Director
 James Koens, Manager
 Lisa Nagel, Transportation Director
 Geoff Nelson, Manager
 Eric Nelson, County Highway Engineer
 Jimmy Newkirk, City Manager
 Harold Nickols, Village President
 Howard Perry, Director
 LeRoy Williams, Managing Director
 Steve Wessels, Engineer

Oceana County Road Commission
 Newaygo County Road Commission
 Muskegon County Road Commission
 Newaygo County Commission on Aging
 Oceana County Village/City Representative
 Newaygo County Village/City Representative
 MDOT Grand Region
 Ludington Mass Transit Authority
 Muskegon Area Transit System
 Oceana County Council on Aging
 Village of Ravenna DPW
 Mason County Road Commission
 Mason County Village/City Representative
 Village of Baldwin
 Yates Township Dial-a-Ride
 Lake County Road Commission
 Mason County Road Commission

Comprehensive Economic Development Strategy (CEDS) Committee

Curtis Burdette, Executive Director
 Julie Burrell, Business Development Coord.-
 Newaygo County
 Ryan Coffey-Hoag, Extension Educator
 Sue DeVries, Community Assistance Specialist
 Eric Gustad, Community Affairs Manager
 Greg King, Director of Economic Development
 Chad Mar, Business Service Specialist
 Mark Kinney, VP of Academics
 & Student Services
 Tobi Lake, Administrator
 Jodi Nichols, Executive Director
 Dan Rinsema-Sybenga,
 Dean of Academic Affairs
 Jonathan Wilson, Regional Manager
 Christopher Wren, Administrator
 Kristi Zimmerman,
 Economic Development Director

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

West Michigan Shoreline Regional Development Commission Board of Directors

Kathy Winczewski, Chairperson, Councilperson
 James Rynberg, Vice-Chair, Mayor
 Michelle Hazekamp, Secretary, Commissioner
 Tim Beggs, Commissioner
 Kim Cyr, Commissioner
 Beth Dick, VP of Finance & CFO
 City of Ludington
 City of Fremont
 Muskegon County
 Oceana County
 Muskegon County
 Muskegon Community College

Rachel Gorman, Commissioner At-Large
Jennifer Hodges, Chairperson, Supervisor
Les Johnson, Commissioner
James Kelly, District 5 Director
Mark Kinney, VP of Academics
& Student Services
Bryan Kolk, Commissioner
Andrea Large, Executive Director
Joel McCormick, Commissioner
Bonnie McGlothin, Councilperson
Chris McGuigan, Commissioner
Paul Mellema, Commissioner
Roger Morgenstern, Councilperson
Lewis Squires, Commissioner
Clyde Welford, Commissioner
Jonathan Wilson, Regional Manager

City of Muskegon
Muskegon Charter Township
Mason County
MSU Extension

West Shore Community College
Newaygo County
Community Foundation for Mason County
Oceana County
City of Muskegon Heights
Muskegon County
Oceana County
City of Norton Shores
Mason County
Lake County
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 April 30, 2025 to establish cost allocations or billings for the fiscal year October 1, 2025 to September 30, 2026 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: April 30, 2025

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 April 30, 2025 to establish billing or final indirect cost rates for October 1, 2025 through September 30, 2026 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:	April 30, 2025



316 Morris Avenue, Suite 340
Muskegon, MI 49440

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