



March 24, 2025 - 10:00 AM
Lakeshore Resource Network
920 E. Tinkham Avenue, Ludington

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF AGENDA (Page 1) - **ACTION ITEM**
- IV. APPROVAL OF MINUTES
 - A. Commission Minutes – January 27, 2025 – **ACTION ITEM** (Page 2)
 - B. Elected Officers Minutes – February 24, 2025 - **INFORMATION** (Page 7)
- V. WELCOME – Mason County Commissioner
- VI. PUBLIC COMMENT - **AGENDA ITEMS**
- VII. PRESENTATION – **INFORMATION**
 - A. Highland Economics, West Michigan Agriculture Cluster Impact Analysis
Winston Oakley & Travis Greenwalt
- VIII. CHAIRPERSON'S REPORT – **INFORMATION**
 - A. Muskegon County Parks Commission Appointment
- IX. EXECUTIVE DIRECTOR'S REPORT (Page 9)
- X. FINANCIAL STATEMENTS
 - A. February 2025 Financials – **ACTION ITEM** (Page 12)
- XI. PRESENTATION – **INFORMATION**
 - A. West Michigan Trails – John Morrison
- XII. NEW BUSINESS
- XIII. PUBLIC COMMENT – **WMSRDC PROGRAMS**
- XIV. ROUND TABLE
- XV. ADJOURNMENT

NEXT MEETING: May 19, 2025 - Lake County



January 27, 2025
10:00 AM – Muskegon County
WMSRDC Offices

I. CALL TO ORDER – 10:00 AM by Chairperson Jennifer Hodges

Before roll call, Commissioner Hodges welcomed our newest board members, Commissioner's Joel McCormick and Chris McGuigan.

II. ROLL CALL QUORUM: Yes

Commissioner's Present:

Lake County:	Clyde Welford
Mason County:	Les Johnson, Kathy Winczewski
Muskegon County:	Kim Cyr, Rachel Gorman, Michelle Hazekamp Jennifer Hodges, Chris McGuigan, Bonnie McGlothin, Roger Morgenstern
Newaygo County:	Bryan Kolk, Paul Mellema, James Rynberg
Oceana County:	Tim Beggs, Joel McCormick
WMSRDC Appointees:	James Kelly, Andrea Large
West Shore CC:	Mark Kinney

Commissioner's Absent:

Mason County:	Lewis Squires
Muskegon CC:	Beth Dick
WMSRDC Appointee:	Jonathan Wilson

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

III. APPROVAL OF AGENDA

After a change to the agenda, adding the reappointment of WMSRDC appointees, a motion was made by Commissioner Rynberg and supported by Commissioner Beggs to approve the agenda for January 27, 2025. Motion carried.

IV. APPROVAL OF MINUTES

A motion was made by Commissioner Welford and supported by Commissioner Morgenstern to approve the November 25, 2024, Commission meeting minutes. Motion carried.

The December elected officers meeting was cancelled.

V. PUBLIC COMMENT – AGENDA ITEMS – Erin introduced Lauryn Blake and Jack Grice, as new WMSRDC employees.

VI. REAPPOINTMENT OF WMSRDC APPOINTEES

A motion was made by Commissioner Rynberg and supported by Commissioner Winczewski to reappoint James Kelly, Andrea Large and Jonathan Wilson as WMSRDC appointees for two more years. Motion carried.

VII. ELECTION OF OFFICERS

A nomination was made by Commissioner Kinney and supported by Commissioner Johnson to elect Kathy Winczewski as Chairperson. A nomination was made by Commissioner Kinney and supported by Commissioner Beggs to elect Commissioner Rynberg as Vice-Chairperson. A nomination was made by Commissioner Kinney and supported by Commissioner Hodges to elect Commissioner Hazekamp as Secretary. There were no other nominations. Motion carried.

VIII. AUDIT PRESENTATION

Commissioner Winczewski welcomed the auditors from Brickley DeLong, Eric VanDop and Jenny Wheeler. The draft audit was sent Tuesday afternoon by email for the presentation.

The Independent Auditors Report states the opinion of the auditor. This was an outstanding and very clean audit.

Single Audit of Federal Programs is due to the Commission receiving \$750,000 or more in federal funding. Brickley Delong distributed the SAS-114 letter which gives required information to the board stating there were no finds or concerns in the Single Audit.

A motion was made by Commissioner Welford and supported by Commissioner Hazekamp to approve the FY2024 Audit. The roll call vote was unanimous. Motion carried.

IX. CHAIRPERSON'S REPORT

Commissioner Winczewski stated there was nothing new to report at this time.

X. EXECUTIVE DIRECTOR'S REPORT

Transportation – WMSRDC has been working with the Oceana County Road Commission and the City of Muskegon Heights to apply for a 2025 RAISE grant. We helped these communities receive Michigan Infrastructure Office technical assistance to retain consultants to help prepare the applications for these grants.

Economic Development – The Economic Development Administration was officially reauthorized the end of December 2024. Erin thanked all who sent letters of support. The reauthorization includes new criteria for matching funds, increased funding for districts, and expanded focus of economic development. EDA is in the process of developing guidance for the reauthorization.

WMSRDC has begun the West Michigan Agriculture Cluster Impact Analysis. After receiving six proposals, WMSRDC contracted with Highland Economics from the Pacific Northwest. This group specializes in crops and agriculture. MSU has also been hired to work on asset mapping with public and internal facing mapping and data analysis. This project will be finished in early fall, and will help our ERC Fellow, Annika, with her work.

Environmental Program – WMSRDC was recently awarded a grant from the National Fish and Wildlife Foundation (NFWF) in the amount of \$200,200 to help our communities along the coastal zone of our region. The first phase is providing technical assistance to identify environmental projects, moving them from preliminary engineering to more advanced engineering, and then on to constructions.

Local Government Services – The Materials Management Plan Committee (MMPC) has been formed and will meet again on February 3, 2025. Detailed information and guidance have not yet been provided from the State. Erin did find out that each county gets an allocation of

\$70,000 plus 50¢ per capita. The yearly \$70,000 does not stop after the plan is finished, so this will help the counties implement their plans.

Erin reminded the Commissioners of the Conflict of Interest form which needs to be signed and turned into Syndi Copeland.

XI. FINANCIAL STATEMENTS

Amanda gave an overview of financials and stated that cash is in a good position at the end of the year. A motion was made by Commissioner Cyr and supported by Commissioner McGlothin to approve the November-December 2024 financials. Motion carried.

XII. NEW BUSINESS – There was no new business.

XIII. PUBLIC COMMENTS – WMSRDC PROGRAMS - No public attended the meeting.

XIV. ROUND TABLE

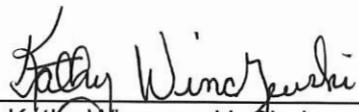
- Jennifer Hodges – Thanked the board for letting her serve as chair. Jennifer has accepted a new position as the Muskegon County Housing Coordinator. She will continue to serve as township supervisor and hopes to continue serving on the WMSRDC Board.
- Kathy Winczewski – City of Ludington completed a new zoning plan called the Unified Development Code which will streamline zoning and planning. Coffee with the Councilors meets every first Thursday for people who want to speak privately about city concerns. Discussion ensued regarding banning smoking at city playgrounds, parks and the beach. North Country CISMA completed a survey of the most prominent invasive species in 89 miles of the city. This year 24 knotweeds within the city will be destroyed.
- Bryan Kolk stated that the ARPA monies, combined with Fremont Area Community Foundation dollars, have produced 200 housing units in Newaygo County. The Hardy Dam project is projected to start around August 2025. No one will be able to cross the dam for about three years. Planning of emergency services on both sides of the dam continues. Newaygo County has taken over the construction process on a marina on the back side of Hardy Dam.
- Tim Beggs – In Oceana County, Crystal Valley Dam is a small county park which is in ill repair. EGLE has been sending polite messages saying it needs repair, but they have not found funding for this project. Marshville Dam is well under way.
- Clyde Welford is interested in attending the MMPC meetings. Clyde attended a meeting a month ago in Webber County regarding electric vehicles. He also asked for any connections regarding Safe Routes to School.
- Kim Cyr – Muskegon County recently had a request for a \$9.5 million bond issue due to renovations at Baker College. This motion failed due to questions regarding necessity and quality of renovations.
- Roger Morgenstern – The city council of Norton Shores will be looking at the balance of their ARPA funds and deciding where to put this money. The city has hired a new fire chief, Tony Gutierrez. Muskegon County Airport has improved immensely! Fly Muskegon!
- Rachel Gorman – The City of Muskegon is moving forward on their timeline as far as public engagement and discussions about the waterfront development, specifically any potential land swap between Fisherman's Landing and the Mart Dock. The first public engagement will be today in Jackson Hill at the Smith-Ryerson Community Building at 6:00 PM. Public comments will be accepted until March. Rachel will send a link for more information.
- Paul Mellema - Newaygo County is transitioning from MERS to Morgan Stanley. There is interest in solar panels on many acres of unused farmland.

- Les Johnson - Mason County is trying to develop a universal, paved, non-motorized hiking trail, ten feet wide, from the county campground/picnic area. The county has received a 2024 Michigan Natural Resources Trust Fund grant of \$400,000 which they have to match with \$700,000 which will be provided by the park's recreation fund. The county is discussing a feasibility study for a housing project close to Mason County airport.
- Michelle Hazekamp – After congratulating Jennifer Hodges on her new position, Michelle shared that the Muskegon County Road Commission held a meeting with the Muskegon County commissioners to explain the details of snow removal. Michelle sits on Spring Lake, lake board. This past summer there was a huge problem with algae. They are looking into some natural alternative care. She wondered if this would be a good fit as a project for WMSRDC.
- Andrea Large – The Community Foundation of Mason County opened their spring grant round in early January. They have over \$117,000 to grant out this round for projects that fall within education, increasing work force support, housing, transportation, childcare, and increasing recreation and quality of life opportunities. The Foundation held a grant seekers workshop to help nonprofits learn tips and tricks for strong application and much interest has been shown in applying for these grants. They have a nonprofit meet and greet on Thursday, where strategies, initiatives, and programs will be shared.
- Joel McCormick – Several projects are coming up in Shelby Township, Oceana County. Lewis Farms has been working on a tunnel to go under M-20 to access both sides of the road. Shelby Township Park has a new outdoor sports facility, an enclosed sports facility will likely break ground in March 2025, an outdoor pool is planned for 2026, and a shooting range is being planned.
- Mark Kinney - West Shore Community College is renovating the building in Hart to turn it into a community center. They are waiting for final approval for a grant to provide additional funding for this. If approved, \$400,000 would be separated into materials and equipment, continuation of English as a Second Language (ESL), the food pantry at Lakeshore Food Club, and construction for classrooms. WSCC partnered with Little River Casino in Manistee to provide a conference for EMS professionals on Thursday–Saturday. Sponsorship provided enough for no registration fees, and attendees will receive up to 13 CEUs.
- Bonnie McGlothin – Bonnie is still working on hiring a permanent city manager for the City of Muskegon Heights. All projects are at a standstill due to weather.
- James Kelly, MSU – MAISD, with the support of Muskegon County, received a Plants grant designed to develop and improve the amount of food taken from farm to schools for food programs. Solar energy is a hot topic across all counties. Please engage with MSU to use their resources for sustainability to help make educated decisions. Strategic planning and facilitation are on the list of what they provide. MSU Extension has recently launched a shortened version called Setting Group Goals for Growth (SG3). If you are working with a group (6-12 people), this is a three hour program designed to help them establish goals, in a short but action based program, on what they need to do to get things moving.
- James Rynberg – The Michigan Department of Transportation is going to repair Main Street in the City of Fremont. A housing development in one of their neighborhoods has been approved by the city council and now goes on the housing commission. The infrastructure for the splash park has been designed.
- Chris McGuigan, Muskegon County – Chris stated that it is good to be back. The City of Muskegon was very active in receiving economic development projects, so she is very excited about EDA's reauthorization. She is looking forward to doing four years of great things.

XV. ADJOURNMENT

Motion was made by Commissioner Beggs and supported by Commissioner Cyr to adjourn at 11:05 AM. Motion carried.

NEXT MEETING: March 24, 2025 – Mason County



Kathy Winzcewski, Chairperson

3-24-2025

Date



Erin Kuhn, Executive Director

3-24-2025

Date



ELECTED OFFICERS' MEETING

Monday, February 24, 2025

10:00 AM

Attendance: Kathy Winczewski, James Rynberg, Michelle Hazekamp
Erin Kuhn, Syndi Copeland, Amanda Snyder (virtually)

I. APPROVAL OF MINUTES

Commissioner Winczewski called the meeting to order at 10:00 AM. There were no questions regarding the October 28, 2024, officer's meeting minutes. The minutes were accepted by the officers.

II. Financial Report Update – Amanda stated she has been gone for medical leave, so financials will be available at the March meeting.

III. PROGRAM UPDATE

A. Office Administration – All positions are filled. We're really happy with our new hires.

B. Economic Development – WMSRDC is moving forward with the West Michigan Agriculture Cluster Impact Analysis grant process. The steering committee met last week with all of our consultants. A survey was conducted regarding the study. Large meetings will be held at the end of March and farmers will be involved at that time. This study will be completed at the end of August.

There is uncertainty regarding the Economic Recovery Corps funding for the Fellow, due to the federal funding freeze and audit of all federal grants. Currently all fellows in the program are only being provided the monthly stipend for living expenses. Should federal funding be eliminated for this program, there may be some other grants or local/regional funding that may be obtained for Annika to finish her fellowship.

Materials Management Plan Work Plan has been sent to the State for approval. It should take about 6-8 weeks to hear back. Each county needed to put together a one-year budget.

C. Environmental Planning – The NFWF award contract has been received and is moving forward. Coastal Resiliency project was awarded \$75,000 over two years from EGLE Coastal Zone Program.

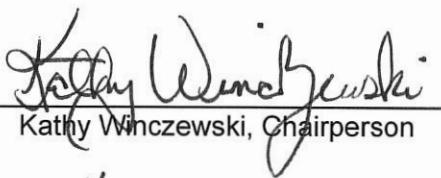
D. Transportation – The program is moving along, outside of the uncertainty of federal grant money.

E. Local Government Services/Special Projects – Blue Lake Township Recreation Plan has been completed. The Blue Lake Township Master plan is in the approval stage. WMSRDC is in conversation with the DNR regarding recreation plans and the SPARK grant. WMSRDC has only three communities that have received funding under the current round.

WMSRDC programs. WMSRDC is over 80% federally funded so all our programs are in jeopardy. The tree inventory with the City of Muskegon for sure has been paused. We had been awarded the grant and at the time of the freeze were out for RFP. WMSRDC has chosen a consultant but cannot sign a contract with them at this time. Erin stated that she received a call from our Chicago Regional EDA office regarding the Agriculture Cluster grant, informing her that Task 6 is under review. This task talks about underserved communities and sustainability. WMSRDC may have to agree to not completing Task 6. It was written this way for the priority of the Administration at the time of writing.

Commissioner Rynberg made the motion and Commissioner Hazekamp supported to adjourn. The meeting adjourned at 10:35 AM.

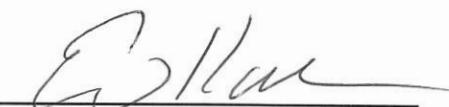
NEXT OFFICERS' MEETING: Monday, April 28, 2025



Kathy Winczewski, Chairperson

4-28-2025

Date



Erin Kuhn, Executive Director

4-28-2025

Date



DATE: March 14, 2025

TO: Commissioners

FROM: Erin Kuhn, Executive Director

SUBJECT: Executive Director's Report

The following are updates regarding the planning and development programs and related activities of the West Michigan Shoreline Regional Development Commission since the last WMSRDC Board meeting:

Transportation Program

- Staff participated in our annual Pre Unified Work Program meeting with MDOT, Federal Highway Administration, and Federal Transit Administration on March 10. This is an audit on how WMSRDC is implementing our current fiscal year work plan and preparation for our upcoming fiscal year work plan.
- WMSRDC staff worked with local partners to submit two RAISE grants for FY2025. WMSRDC assisted both efforts and was successful in securing technical assistance from the Michigan Infrastructure Office to secure a consultant to assist in preparation of the grant applications. The two projects included Oceana County Road Commission and Crystal Township for road improvements specifically serving the agriculture and food processing sector, and the City of Muskegon Heights for the Boardway Avenue project. Both grants were submitted by the deadline of January 30, 2025.
- Work has begun for the MPO Trails and Greenways plan which is expected to be complete by the end of this fiscal year.

Economic Development Program

- The West Michigan Agriculture Cluster Impact Analysis is underway. The consultants from Highland Economics will be in town the week of March 24 to conduct tours and interviews as part of the project. This study will assist Annika, the ERC Fellow, as well as county level economic development organizations and other partners. WMSRDC has applied to the Oceana County Community Foundation and the Community Foundation for Mason County to assist with matching funds for the EDA grant. WMSRDC has also committed funds towards the match.
- There is concern with continued funding for the ERC program at the national level due to the federal funding freeze and grant audit.

- WMSRDC was awarded a Rural Readiness Grant award through Michigan's Office of Rural Prosperity. These dollars will assist with implementation efforts for the Agriculture Cluster Impact Analysis.
- Current EDA investments in the City of Hart and Lake County are underway and on schedule.

Environmental Program

- WMSRDC received word that EGLE has submitted the paperwork to delist Muskegon Lake as an Area of Concern to the US EPA. We expect the official delisting to occur sometime this year.
- WMSRDC received word from DNR in January that the City of Muskegon tree inventory and maintenance plan grant was officially paused. After about one month, DNR is allowing the grant and the project to move forward again. The RFP process has been concluded, and a contract is being finalized to hire a consultant to conduct the project. WMSRDC, on behalf of the City of Muskegon, was awarded a \$225,000 grant from the DNR.
- WMSRDC has issued an RFP to select a consultant for the recently awarded grant from the National Fish and Wildlife Foundation (NFWF) in the amount of \$200,200.01 for the Supporting Resilience Planning in West Michigan to Protect Communities and Drowned River Mouth Systems project.
- Activities for several projects under the WMSRDC NOAA Regional Partnership including Stony Creek/Marshville Dam, White River, and Little Cedar Creek have been completed or are gearing up for completion this spring/summer. WMSRDC received a one-year no cost project extension from NOAA. The grant will now conclude on September 30, 2025.
- A grant from the EGLE Coastal Zone Management Program has been awarded to WMSRDC for the Regional Resiliency Project. This will be a two-year project.

Local Government Services Program

- A meeting of the Materials Management Planning Committee (MMPC) was held on Monday, February 3 at 10:00 in Oceana County. The committee approved the draft MMP work plan to be submitted to EGLE. The work plan has since been submitted to EGLE, and we are awaiting approval.
- I participated in a state-wide Designated Planning Agency (DPA) meeting regarding the MMP process in February.
- WMSRDC staff continues working with Blue Lake Township to update both their master plan and recreation plan.
- WMSRDC staff have met with representatives from White Lake to develop a GIS story map for artwork along the bike path through the community.

Other Activities

- I attended the Michigan Association of Regions (MAR) meetings on February 11 and March 11.
- I spoke about WMSRDC on a local podcast called Muskegon Rising on February 25. I also gave a presentation about WMSRDC to the Muskegon Rotary Club on March 13.
- I have been appointed by the governor to another 3-year term to the Michigan Infrastructure Council (MIC). I attended a MIC meeting on March 6. I also

continue to serve as Chairperson of the Education Subcommittee and am a member of the Communications Subcommittee of the MIC. I have been asked to serve on the selection committee to review proposals to select a new trainer for the MIC Asset Management Champions program.

- WMSRDC staff is trying to remain informed regarding the federal funding audit as our programs have the potential to be severely impacted. WMSRDC receives more than 80% of our budget from federal sources.

WEST MICHIGAN SHORELINE REGIONAL DEVELOPMENT COMMISSION FINANCIAL STATEMENT February 28, 2025													
PROJ NO.	PROJECT NAME	SALARIES	FRINGE BENEFITS	INDIRECT COST	CONSULTANT/ CONTRACTORS	TRAVEL	SUPPLIES	OTHER EXPENSE	CURRENT MONTH	TOTAL EXPENSE	TOTAL BUDGET	% EXPENDED	PROJECT PERIOD
1087	GIS Projects	392	211	253	-	-	-	-	857	5,881	10,000	4,119	59% 10/23-09/24
2001	Blue Lake Township Master & Rec Plans	274	148	177	-	-	-	-	598	10,220	15,000	4,780	68% 04/24-06/25
2012	Regional Prosperity Initiative - Fiduciary	530	285	342	-	-	-	-	1,157	164,457	251,343	86,886	65% Ongoing
2014	Materials Management Plan	3,179	1,712	2,052	-	22	-	-	6,966	77,029	440,412	363,383	17% 06/01-09/26
Total Local Funds		4,375	2,356	2,824	-	22	-	-	9,578	257,588	716,755	459,167	36%
5152	Economic Development: 2023 - 2025	3,051	1,643	1,970	-	-	-	-	6,664	213,469	300,000	86,531	71% 01/23-12/25
5153	West Michigan Ag Impact Analysis	853	459	550	14,663	-	-	-	16,525	26,001	250,000	223,999	10% 10/24-09/25
Total Economic Development		3,904	2,102	2,520	14,663	-	-	-	23,189	239,470	550,000	310,530	44%
6567	Metro Transportation Program Management	875	471	565	-	-	-	-	1,911	15,820	53,305	37,485	30% 10/24-09/25
6568	Metro Transportation Data Assistance	5,737	3,089	3,703	-	-	-	-	12,529	62,429	159,912	97,483	39% 10/24-09/25
6569	Metro Transportation Planning	12,257	6,601	7,913	-	-	-	-	26,771	127,269	319,824	192,555	40% 10/24-09/25
6570	Safe and Accessible Transportation Options	92	49	59	-	-	-	-	200	1,757	10,100	8,343	17% 10/24-09/25
6571	Transit Planning	2,494	1,343	1,610	-	-	-	-	5,446	28,770	81,036	52,266	36% 10/24-09/25
Total Metro. Planning		21,454	11,553	13,850	-	-	-	-	46,858	236,046	624,177	388,131	38%
6572	Areawide Air Quality Program	2,023	1,089	1,306	-	64	-	-	4,482	18,881	112,500	93,619	17% 11/24-09/25
6573	Regional Transportation Program	638	344	412	-	-	-	-	1,393	14,365	38,000	23,635	38% 10/24-09/25
6574	Asset Management Program	1,452	782	937	-	-	1,624	-	4,795	8,541	61,550	53,009	14% 10/24-09/25
6575	Rural Transportation Program	581	313	375	-	-	-	-	1,268	18,409	26,287	7,878	70% 10/24-09/25
6566	Pure Michigan Byways	-	-	-	-	-	-	-	-	-	10,000	10,000	0% 10/24-09/25
6565	Non-Motorized Plan	-	-	-	9,647	-	-	-	9,647	24,049	105,000	80,951	23% 10/23-09/25
Total Transportation		26,148	14,081	16,880	9,647	64	1,624	-	68,443	320,291	977,514	657,223	33%
7501	City of Muskegon/Marquette Neighborhood Micro Forest	-	-	-	-	-	-	-	-	10,267	10,367	100	99% Ongoing
7502	Spark Grant Technical Assistance	391	210	252	-	-	-	-	853	5,543	37,926	32,383	15% 12/23-12/25
7503	Technical Assistance to MLWP	-	-	-	-	-	-	885	885	932	10,000	9,068	9% Fiduciary
7504	NFWF Community Capacity Building and Planning	669	360	432	-	-	-	-	1,461	1,461	200,200	198,739	1% 01/25-09/26
7508	City of Muskegon Urban Tree Management	33	18	22	-	-	-	-	73	3,495	225,000	221,505	2% 10/24-09/26
7535	MLWP-NRDA	-	-	-	-	-	-	-	-	25,800	25,800	0%	Fiduciary
7547	Muskegon Lake AOC BUI Removal	1,504	810	971	-	-	-	-	3,285	105,181	149,932	44,751	70% 01/23-12/25
7558	Sustainable Watershed Funding Initiative	-	-	-	-	-	-	-	-	8,569	10,100	1,531	85% Ongoing
7560	NOAA Regional Partnership - Little Cedar Creek E&D	-	-	-	-	-	-	-	-	161,099	161,099	-	100% 10/20-09/24
7561	NOAA Regional Partnership - Little Cedar Creek Implementation	-	-	-	1,081	-	-	-	1,081	615,960	620,489	4,528	99% 10/20-09/24
7562	NOAA Regional Partnership - Stony Creek E&D/Feasibility	-	-	-	3,747	-	-	-	3,747	277,909	288,228	10,319	96% 10/20-09/24
7563	NOAA Regional Partnership - White River E&D	-	-	-	98	-	-	-	98	246,199	257,406	11,207	96% 10/20-09/24
7564	NOAA Regional Partnership - Stony Creek Implementation	735	396	475	446	-	-	-	2,051	1,234,147	1,326,004	91,857	93% 10/20-09/24
7565	NOAA Regional Partnership - White River Implementation	902	486	583	249	-	-	-	2,220	992,718	1,102,558	109,840	90% 10/20-09/24
7620	Environmental Management	1,472	1,051	1,260	-	-	-	-	3,782	9,761	10,000	239	98% 10/24-09/25
Total Environmental		5,707	3,331	3,994	5,621	-	-	885	19,538	3,673,242	4,435,108	761,867	83%
GRAND TOTAL		40,134	21,870	26,218	29,930	87	1,624	885	120,747	4,490,590	6,679,377	2,188,787	

**WEST MICHIGAN SHORELINE
REGIONAL DEVELOPMENT COMMISSION**

**FRINGE BENEFIT
STATEMENT**

For the Five Months Ended February 28, 2025

DESCRIPTION	AUTHORIZED BUDGET	CURRENT MONTH	YTD TOTAL	BUDGET BALANCE
Employer Taxes (FICA & SUI)	51,259	3,547	18,992	32,267
Group Insurance				
Health Insurance	215,796	15,748	79,933	135,863
Life Insurance/LTD	3,295	253	1,346	1,949
Dental Insurance	11,189	807	4,093	7,097
Vision Insurance	1,594	110	558	1,036
Workers' Compensation				
Insurance	1,452	(158)	1,182	270
MERS DB Contribution	75,000	3,594	14,406	60,594
Total	359,585	23,900	120,510	239,075

**WEST MICHIGAN SHORELINE REGIONAL DEVELOPMENT COMMISSION
INDIRECT COST STATEMENT**

For the Five Months Ended February 28, 2025

	AUTHORIZED BUDGET	CURRENT MONTH	YEAR TO-DATE	BUDGET BALANCE Under/(Over)
Personnel				
Salaries	119,369	10,362	53,812	65,557
Fringe Benefits	<u>64,282</u>	5,580	29,236	35,046
	183,651	15,941	83,048	100,603
Administrative Services & Travel				
Bank Service Charges	550	0	0	550
Contracted Services - Legal/Audit	30,030	810	25,410	4,620
Contracted Services - IT/Marketing	15,600	1,134	5,918	9,682
Printing & Binding	8,090	1,385	2,489	5,601
Advertising	1,000	0	0	1,000
Postage	1,800	553	741	1,059
Travel	12,950	666	4,170	8,780
Conferences, Dues & Subscriptions	15,889	28	9,670	6,219
Insurance	3,019	0	3,019	0
Employee Dev/Comm. Exp	1,340	51	511	829
Furniture and Fixtures	800	0	210	590
	91,068	4,626	52,138	38,930
Office Occupancy & Equipment				
Office Rental	47,221	3,986	19,610	27,611
Office Cleaning Services	5,280	89	1,689	3,591
Equipment Usage - Copier	3,798		904	2,894
Wireless Connection	4,140	360	1,752	2,389
	60,439	4,435	23,955	36,484
Maintenance				
Software Maintenance	13,265	920	5,808	7,457
IT Repair and Maintenance	2,000	0	0	600
Web Site Expense	<u>2,330</u>	0	1,020	1,310
	17,595	920	6,828	10,767
Material Expense & Other				
Office Supplies	2,000	76	383	1,617
Interest	0	0	0	0
Other	1,000	0	0	1,000
	3,000	76	383	2,617
TOTAL	355,753	25,999	166,354	189,399

**WEST MICHIGAN SHORELINE
REGIONAL DEVELOPMENT COMMISSION**

SCHEDULE OF ACCOUNTS RECEIVABLE

February 28, 2025

DATE	INVOICE #	DESCRIPTION	
1/31/2025	2320	EDA - 5152	7,074.59
1/31/2025	2321	EDA - 5153	1,903.09
1/31/2025	2322	MDOT - 6565	6,815.96
1/31/2025	2323	MDOT - 6567	53,736.12
1/31/2025	2324	MDOT - 6570	6,700.07
1/31/2025	2325	MDOT - 6571	2,871.35
1/31/2025	2326	MDOT - 6572	3,916.15
1/31/2025	2327	MDOT - 6573	5,981.05
2/28/2025	2332	EDA - 5152	7,074.59
2/28/2025	2333	EDA - 5153	8,262.33
2/28/2025	2334	MDOT - 6565	4,591.92
2/28/2025	2335	MDOT - 6567	38,353.20
2/28/2025	2336	MDOT - 6572	3,585.79
2/28/2025	2337	MDOT - 6573	1,393.21
2/28/2025	2338	MDOT - 6574	3,916.15
2/28/2025	2339	MDOT - 6565	1,268.03
2/28/2025	2340	NOAA - 7561	1,081.36
2/28/2025	2341	NOAA - 7563	98.00
2/28/2025	2342	NOAA - 7564	2,051.00
2/28/2025	2343	NOAA - 7565	2,448.23
			163,122.19

**WEST MICHIGAN SHORELINE REGIONAL
DEVELOPMENT COMMISSION**

BALANCE SHEET

February 28, 2025

ASSETS

WMSRDC Cash	110,027
Regional Prosperity Initiative Cash	-
Flexible Spending Account	3,224
PNC Money Market	-
Fidelity Money Market	521,205
MLWP Paypal	4,974
Petty Cash	131
	639,560
Accounts Receivable	163,122
Unbilled Accounts Receivable	-
Accrued Revenue	-
Due from Others	-
	163,122
Prepaid Expenses	
Prepaid Postage	-
Deferred Expenses	-
TOTAL ASSETS	<u>802,682</u>

LIABILITIES, DEFERRED REVENUE & FUND BALANCE

Accounts Payable	56,834
Due to Grantors	-
Visa	311
Payroll Withholdings	7,712
FSA	4,940
Accrued Payroll	-
Deferred Revenue	-
Project Fund Balance	257,324
General Fund Balance	475,561
TOTAL LIABILITIES & FUND BALANCE	<u>802,682</u>

West Michigan Shoreline Regional Development Commission
Cash Disbursements
For the Months ending January - February 2025

Date	Chk #	Vendor	Amount
1/3/2025		Transfer to FSA	418.65
1/6/2025		AFLAC	290.72
1/6/2025		Comcast Business	147.90
1/6/2025		457 Retirement remittance	2,059.25
1/10/2025		Bill.com	
		United Way of the Lakeshore	43.00
		Kohleys Superior Water #1	23.25
		Rotary Club of Muskegon	188.00
1/15/2025		Net payroll	14,723.04
1/15/2025		Employer taxes	6,742.59
1/15/2025		Employee reimbursements	203.90
1/15/2025		Bill.com	391.17
1/16/2025		Unum Life Insurance Company	532.90
1/17/2025		Bill.com	
		Brickley DeLong, PC	4,000.00
		Armstronggraphics Inc.	885.00
1/17/2025		Transfer to FSA	418.65
1/21/2025		Visa	282.02
1/21/2025		Visa	1,193.08
1/22/2025		Ford Credit	532.26
1/24/2025		457 Retirement remittance	2,025.32
1/28/2025		Blue Cross Blue Shield of MI	19,443.95
1/29/2025		Net payroll	15,422.28
1/29/2025		Employer taxes	7,217.27
1/29/2025		Employee reimbursements	87.50
1/31/2025		Wells Fargo Leasing	109.00
1/31/2025		Transfer to Money Market	30,800.00
1/31/2025		Transfer to FSA	418.65
2/3/2025		Bill.com	
		Bryan Kolk	35.00
		Flex Administrators, Inc.	40.00
		GEI Consultants, Inc	5,531.00
		Hinman Lake LLC	3,906.00
		Maid In Michigan Cleaning & Organizing Services, LLC	800.00
		Office Machines Company, Inc.	85.24
		Shoreline Technology Solutions	1,133.60
		United Way of the Lakeshore	104.00
		WP Harbor	300.00
2/3/2024		Unum Life Insurance Company	252.61
2/4/2025		Gusto	188.00
2/5/2025		457 Retirement remittance	2,025.32

2/5/2025	AFLAC	436.08
2/5/2025	DB contribution remittance	8,132.98
2/5/2025	Comcast Business	184.90
2/6/2025	Visa	1,226.49
2/6/2025	Visa	984.69
2/7/2025	Bill.com	
	CDW-Government	1,008.27
	Brickley DeLong, PC	7,380.00
2/7/2025	Ford Credit	572.18
2/12/2025	Net payroll	14,389.23
2/12/2025	Employer taxes	6,722.30
2/12/2025	Employee reimbursements	87.50
2/14/2025	Transfer to FSA	418.65
2/18/2025	Bill.com	
	Graphics House Printing	1,292.01
2/18/2025	Bill.com	387.08
2/24/2025	Bill.com	
	Office Machines Company, Inc.	83.60
	Kohleys Superior Water #1	10.50
2/26/2025	Net payroll	14,389.22
2/26/2025	Employer taxes	6,719.76
2/26/2025	Employee reimbursements	174.15
2/28/2025	Transfer to FSA	418.65
2/28/2025	BlueCross BlueShield of MI	19,443.95
12/31/2024	Wells Fargo Leasing	109.00
12/31/2024	Net payroll	14,813.25
12/31/2024	Employer taxes	7,037.32
12/31/2024	Employee reimbursements	169.43