

Economic Development Corporation

March 5, 2003

Minutes

Members Present: Richard Diebold, Robert Atkinson, Peter Garwood, Tom Lane, Sherry Comben, and Laura Stanek

Members Absent: Allyn Wright, Jerome Simowski and Bob Peterson

Others Present: Terri Crandall-Kimble, Marshall Wright, Howard Yamaguchi

1. Call to Order

Pete Garwood called the meeting to order at 3:07 p.m.

2. Election of Officers

Motion by Robert Atkinson, supported by Tom Lane, to nominate Richard Diebold as Chairman of the EDC. Nominations Closed. Votes cast by unanimous ballot.

Motion by Tom Lane, supported by Laura Stanek, to nominate Robert Atkinson as Vice Chairman of the EDC. Nominations Closed. Votes cast by unanimous ballot.

Motion by Pete Garwood, supported by Tom Lane, to nominate Jerry Simowski as Secretary of the EDC. Nominations Closed. Votes cast by unanimous ballot.

Motion by Pete Garwood, supported by Tom Lane, to nominate Sherry Comben as Treasurer of the EDC. Nominations Closed. Votes cast by unanimous ballot.

3. Minutes of the October 2, 2002, Meeting

Motion by Sherry Comben, supported by Robert Atkinson, to approve the minutes of the October 2, 2002, EDC meeting.

4. NLEA Update

Pete Garwood briefed the EDC about the Mancelona gateway grant and other ongoing projects of NLEA (such as the Alden DDA). Terri Crandall-Kimble also provided additional information concerning the Mancelona project. Pete also briefed the EDC about recent Board changes and the growing pains at NLEA as the organization struggles to start new projects.

5. Tourism, Chambers of Commerce, and Economic Development

Terri Crandall-Kimble, executive director of the Elk Rapids Area Chamber of Commerce, gave a presentation on the role of tourism in economic development, the recent efforts by area chambers to promote tourism growth, and the intention by the various chambers and subgroups to participate in formulating the economic development plan for the County's Master Plan.

She also informed the EDC of the chamber's award-winning visitor guide, and the fact that the Chamber's website and the County's were now linked.

6. EDC and the Master Plan

After the presentation by Ms. Crandall-Kimble, extensive discussion ensued on the elements of the county Master Plan, whose Economic Development volume is the responsibility of the EDC. Discussion between Pete Garwood, Marshall Wright, Howard Yamaguchi, and Rick Diebold outlined the roles that the Planning Commission and EDC would play in the process.

Meeting adjourned at 4:59 p.m.

Economic Development Corporation

April 2, 2003

Minutes

Members Present: Allyn Wright, Robert Atkinson, Peter Garwood, Sherry Comben, and Laura Stanek

Members Absent: Richard Diebold, Tom Lane, Jerome Simowski and Bob Peterson

Others Present: Patti Cantrell, Tom Johnson, Marshall Wright, Howard Yamaguchi

1. Call to Order

Pete Garwood called the meeting to order at 3:07 p.m.

2. Minutes of the March 5, 2003, Meeting

Motion by Pete Garwood, supported by Sherry Comben, to approve the minutes of the March 5, 2003, EDC meeting. Passed - unanimous

3. NLEA Update

Tom Johnson gave the NLEA update, discussing the ongoing work of NLEA with the Village of Bellaire (downtown parking plan, DDA, etc.) and the upcoming regional tech center.

4. Entrepreneurial Agriculture

Patti Cantrell, Economic Analyst at the Michigan Land Use Institute in Beulah, MI, gave a talk on entrepreneurial agriculture and its place in regional economic development. Discussion that followed included how the County EDC and the Board of Commissioners could contribute to making entrepreneurial agriculture a major component of Antrim County's development plan.

5. Economic Development Tools

Tom Johnson followed Ms. Cantrell's talk with a talk (and handouts) on tools of economic development available to communities: financing, block grants, BRA's, DDA's, land transfers and industrial property tax abatements. Tom will follow up next month with a talk on business development tools.

6. EDC and the Master Plan

Marshall Wright of the County Planning Commission distributed a possible outline for the economic development volume of the county master plan that the EDC will be developing. He requested the EDC to examine this and return next month with their comments.

7. Communications

Pete Garwood presented the MEDC seminar announcement (Traverse City, May 2, 10 am – 2 pm). All EDC members are encouraged to attend. Fees will be paid by the EDC training budget.

Meeting adjourned at 4:45 p.m.

Economic Development Corporation

May 7, 2003

Minutes

Members Present: Jerome Simowski, Tom Lane, Allyn Wright, Peter Garwood, Sherry Comben, Bob Peterson, and Laura Stanek

Members Absent: Robert Atkinson, Richard Diebold

Others Present: Marshall Wright, Howard Yamaguchi and Bill Palladino

1. Call to Order

Jerry Simowski called the meeting to order at 3:00 p.m.

2. Minutes of the April 2, 2003, Meeting

Motion by Allyn Wright, supported by Laura Stanek, to approve the minutes of the April 2, 2003, EDC meeting. Passed – unanimous.

3. Regional Planning

Bill Palladino of the NWM Council of Governments and the Small Business and Technology Development Center gave a talk on the regional aspects of economic development planning.

Responding to questions from the group, he noted that Mr. Peck of the EDA lives locally, and may be available to come speak to the EDC. He also noted that in determining amounts for grant applications to federal and state agencies, a good rule of thumb to use would be \$4,000 per job created, especially in innovative manufacturing processes or infrastructure.

4. Economic Development Master Plan

Marshall Wright of the County Planning Commission briefed the EDC on economic development in the planning commission, on the master plan, and on visioning sessions. He presented an outline for the section on economic development. He noted that we will ask a series of questions at the visioning sessions --- he will report back the responses to the EDC. Some discussion followed on the definition of “resident,” on the role of tourism, and the possibility of new firms in our County providing services for other regions.

6. Public/Member Comment

Howard briefed the EDC about the set of township demographic profiles under development by the Council of Governments for the County. Tom Lane requested a copy when available.

Meeting adjourned at 3:53 p.m.

Economic Development Corporation

June 4, 2003

Minutes

Members Present: Jerome Simowski, Richard Diebold, Allyn Wright, Peter Garwood, Sherry Comben, Bob Peterson, and Laura Stanek

Members Absent: Robert Atkinson, Tom Lane,

Others Present: Howard Yamaguchi and Jim Haslinger

1. Call to Order

Rick Diebold called the meeting to order at 3:03 p.m.

2. Minutes of the May 7, 2003, Meeting

Motion by Jerry Simowski, supported by Laura Stanek, to approve the minutes of the May 7, 2003, EDC meeting with one correction (Jerry Simowski opened meeting last month). Passed – unanimous.

3. Regional Planning: Procurement Technical Assistance

Jim Haslinger of the NWM Council of Governments and the Procurement Technical Assistance Center gave a talk on the work of his office in assisting local businesses obtain government procurement contracts and export assistance.

4. NLEA Update

Pete Garwood briefed the EDC on the Technical Resource Center being set up at NLEA.

5. 2004 Budget Request

Pete presented the EDC with a proposed budget, modeled after this year's, for the 2004 EDC budget.

Motion by Rick Diebold supported by Jerry Simowski, to recommend to the Public Works Committee to accept the 2004 EDC budget proposed by Peter Garwood. Passed – unanimous.

6. Other Matters

Sherry Comben asked if any new projects were being proposed for 2004. Pete Garwood replied that only the master plan project was being contemplated at this time, although we are ready for anything that may come up unexpectedly. New businesses wishing to establish themselves could be referred to NLEA and Jim Haslinger's operation. Brochures could wait until after the master plan visioning.

Pete briefed the EDC about an upcoming seminar in East Lansing.

Meeting adjourned at 3:53 p.m.

Economic Development Corporation

September 3, 2003

Minutes

Members Present: Jerome Simowski, Richard Diebold, Allyn Wright, Peter Garwood, Sherry Comben, Bob Peterson, and Laura Stanek

Members Absent: Robert Atkinson, Tom Lane

Others Present: John Ferguson, Herb Riley, Bob Metric, Bill Shannon, Terri Crandall-Kimble, Marshall Wright, and Howard Yamaguchi

1. Call to Order

Rick Diebold called the meeting to order at 3:02 p.m.

2. Minutes of the June 4, 2003, Meeting

Motion by Sherry Comben, supported by Laura Stanek, to approve the minutes of the June 4, 2003, EDC meeting. Passed – unanimous.

3. Helena Township DDA Presentation

Herb Riley and Bill Shannon, former Helena Parks & Rec Commission chair and St. Mary's College professor, respectively, presented the preliminary plan for a TIFF district proposed by the Helena Township Downtown Development Authority (DDA) by walking EDC through a series of handout sheets. Helena Planning Commission chair Bob Metric and Township Supervisor John Ferguson added comments and answered questions.

Herb Riley and Bill Shannon presented the preliminary plan for a TIFF district proposed by the Helena Township Downtown Development Authority (DDA) by walking EDC through a series of handout sheets. Bob Metric and John Ferguson added comments and answered questions.

Rick Diebold noted that the EDC will be happy to review the completed plan for its economic merits and report to the Board of Commissioners. Bill Shannon then suggested that a subcommittee of the EDC be assigned to work with the Helena DDA in formulating the final plan. EDC president Rick Diebold responded that the EDC would take this under advisement, but noted that the EDC has no budget to work with Helena Township on this matter.

4. EDC subcommittee for County Master Plan Economic Development section.

Howard briefed the EDC on the completion of the visioning sessions for the County. He indicated that Marshall Wright of the county Planning Commission and Terri Crandall-Kimball of the Elk Rapids Area Chamber will participate, as may others from interested groups. Rick Diebold suggested that the committee also involve Wendy Wieland. Howard will provide the data from visioning sessions to the EDC.

Meeting adjourned at 4:44 p.m.

Economic Development Corporation

October 1, 2003

Minutes

Members Present: Richard Diebold, Jerome Simowski, Allyn Wright, Sherry Comben, Tom Lane, Bob Peterson, and Laura Stanek

Members Absent: Robert Atkinson, Peter Garwood

Others Present: Marshall Wright and Howard Yamaguchi

1. Call to Order

Rick Diebold called the meeting to order at 3:00 p.m.

2. Minutes of the September 3, 2003, Meeting

Sherry Comben noted that her name is misspelled on the section on approval of the previous month's minutes.

Motion by Jerome Simowski, seconded by Allyn Wright, to approve the minutes of the September 3, 2003, EDC meeting with correction. Passed – unanimous.

3. EDC and the County Master Plan – Economic Development Section

Marshall Wright started the discussion on the need to organize a small group from the EDC, and start the analysis of the two documents distributed by Howard (Visioning Session results and the Opinion Survey plots). He wondered whether or not to include agriculture in this effort. Laura Stanek agreed on the need to do this to some extent. Rick Diebold noted that agriculture and economic development are two separate pieces, but under the same umbrella of committees working on this. Marshall agreed to have agriculture recommendations under the economic plan.

The workgroup to do the brainstorming will comprise Rick Diebold, Jerry Simowski, Laura Stanek, Terri Crandall and Marshall Wright. The subgroup will use regular EDC meeting dates for this. In November, work will start on selecting topics, etc., using the handouts distributed. Many issues are also in other fields, and have consequences for job generation and econ growth.

Rick Diebold wondered how to get info from other visioning sessions underway in the County (or recently completed). He mentioned Ellsworth's IDEA process (distributed handout), also mentioned MI EDC grant on downtown enhancement study (Ellsworth, Bellaire, Central Lake, and East Jordan). Other studies may be going on at this time. Howard was instructed to get township master plans, extract the relevant economic development materials, and mail them out to the EDC (and the non-EDC subcommittee members).

Rick Diebold requested Howard to create worksheet for subcommittee members to fill out while working on the raw data. Howard will work with Marshall Wright to design such a form. Marshall noted that we need to think through the process before we get together as a group. Howard will also provide EDC with Antrim County commuting statistics from the 2000 census.

4. Helena Township DDA

Laura Stanek briefed the EDC that Helena Township requested a committee of the Board of Commissioners (BOC) to help them with their DDA plans. The Board agreed to have Helena Township “work with” EDC. Sherry Comben noted that the BOC tentatively exempted the Township properties from TIFF district pending receipt of a more concrete plan. She further noted that the township board has not officially expanded their current DDA to the proposed one. She does not feel that it is the role of the EDC to provide consulting services.

Rick Diebold sees EDC 's role as providing recommendations to the BOC on the impact of the econ development implications of Helena Township’s plan, but not to be the technical and legal advisors/consultants to them. He also sees the County treasurer providing advice to the BOC on the financial soundness of their plan and its impact to the County.

Sherry noted that the BOC took no action other than tentative exemption because there were as yet numerous unanswered questions. Bob Peterson noted that both TIFFA and DDA documents are required. Rick Diebold reported on a conversation with Tom Johnson of the NLEA, who provided him with a handout on DDA's. Rick provided copies to the EDC. Bob Peterson noted that there are other options for DDA (funding) than TIFFA.

Rick Diebold felt that it may be appropriate to send the Helena Township DDA group a letter from EDC that spells out how EDC sees its role, and then recommend that they retain professional consultants to work on their documents. That way, there will be no misunderstandings in the future.

5. Future Meeting Dates

Tom Lane stated that he is required to attend Wednesday afternoon meetings at work, and may not be able to continue on the EDC. Rick Diebold replied that EDC could come up with options for meeting dates; most members preferred mornings. Howard and Jerry Simowski noted that Robert Atkinson also has a problem with Wednesday p.m. meeting dates. Allyn Wright cannot make it on the first Tues of every month. Rick Diebold stated that a new meeting date and time will be determined between now and January, in time for next year’s organizational meeting.

6. Member/Public Comment

Howard noted that the Northwest Michigan Council of Governments (NWMCOG) is planning an educational workshop next spring on financing of small rural public works, with an emphasis on sewer and sanitation systems. Rick Diebold noted that UP Engineers & Architects Inc. held a meeting in Ellsworth recently to talk about that subject, and seemed very knowledgeable.

Bob Peterson informed EDC that Elk Rapids will purchase two lots to the south of the new Village Hall, and did Phases I and II of the cleanup process. He reminded EDC that this was considered, but rejected, for investigation (on grounds that it was obviously contaminated). The site will be used as a parking lot.

Meeting adjourned at 4:15 p.m.

Economic Development Corporation

November 5, 2003

Minutes

Members Present: Allyn Wright, Sherry Comben, Bob Peterson, Peter Garwood, and Laura Stanek

Members Absent: Robert Atkinson, Richard Diebold, Jerome Simowski, and Tom Lane

Others Present: Marshall Wright, Terri Crandall-Kimble, Tom Johnson, and Howard Yamaguchi

1. Call to Order

In the absence of all the officers, Pete Garwood called the meeting to order at 3:00 p.m.

2. Minutes of the October 1, 2003, Meeting

Minutes for October 1 will be approved at the December meeting.

3. County Master Plan – Economic Development Objectives

Marshall Wright started the process whereby EDC members present pooled their thoughts toward compiling a set of economic development objectives and goals, filling in the outline prepared previously by Rick Diebold. Marshall noted that some of these goals and objectives will define the EDC work plan for the coming years, and others will provide input to the various other portions of the county master plan that will support such proposed development objectives.

The EDC then started extensive discussions on the various development objectives and goals. Howard will compile the results to date and distribute them prior to the next EDC meeting. The process will continue next meeting. Marshall will not be at the next meeting, but Howard and Rick Diebold will. In January, Howard will be absent, but Marshall and Rick will be present to guide the process.

4. NLEA Update

Tom Johnson informed EDC that the funding from the Small Business Administration (SBA) for business counseling has been drastically reduced. The NLEA will continue to provide business counseling on a scaled down basis. The NLEA continues to pressure the SBA for a reinstatement of the funds.

Meeting adjourned at 4:45 p.m.

Economic Development Corporation

December 3, 2003

Minutes

Members Present: Richard Diebold, Allyn Wright, Robert Atkinson, Jerome Simowski, Sherry Comben, Peter Garwood, and Laura Stanek

Members Absent: Bob Peterson and Tom Lane

Others Present: Howard Yamaguchi

1. Call to Order

Rick Diebold called the meeting to order at 3:06 p.m.

2. Minutes of the November 5, 2003, Meeting

Motion by Laura Stanek, seconded by Sherry Comben, to approve the minutes of the November 5, 2003 meeting. Motion passed – unanimous.

The minutes of the October 1, 2003, meeting will be approved in January.

3. County Master Plan – Economic Development Objectives

Rick Diebold explained the process of working through the objectives, goals, and strategies/methods for economic development in Antrim County.

The EDC then continued extensive discussions on the various objectives and goals, started last month by Woody Wright. Howard will compile the results to date and distribute them prior to the next EDC meeting. The process will continue in January.

4. Old Business

Next meeting will be as scheduled on January 7. At that meeting, a new meeting date and time will be set for EDC. Discussion on preferred dates took place briefly. One possible date and time was for the 3rd Wednesday of each month at 8:30 a.m.

5. Communication and Member Comment

Howard informed the EDC of a grant notice by EPA with a very short time fuse. It is too late to apply for any of the remediation-type grants.

Pete Garwood briefed EDC on the Brownfield Action Team meeting held on December 2, 2003. Updates on the status of the cleanup of the various contamination sources of the Tar Lake and TCE plumes were given at that meeting.

Before adjournment, the EDC discussed the status of the DDA project by Helena Township. Rick Diebold discussed the contents of his letter to Helena Township.

Meeting adjourned at 4:47 p.m.