

# Economic Development Corporation

January 21, 2014

## Minutes

Members Present: Sherry Comben, Dawn LaVanway, , Pete Garwood, Misty Youngson and Larry Stine

Members Absent: Jerroll Drenth, Rick Diebold and Jim Schnackenberg

Staff Present: Janet Koch

Others Present: Sara Christiansen and Mike Crawford

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### **1. Call to Order**

In the absence of Rick Diebold, President of the Economic Development Corporation (EDC), the meeting was called to order at 9:00 a.m. by Larry Stine, Vice-President.

### **2. Approval of Minutes**

**Motion by Dawn LaVanway, seconded by Larry Stine, to approve the minutes of October 15, 2013. Motion carried – unanimous.**

### **3. Northern Lakes Economic Alliance (NLEA) Update**

Sara Christensen, NLEA representative, updated the EDC on a number of projects and businesses around Antrim County. Moderne Slate of Alba is a six employee company that manufactures roofing tiles from recycled plastic car bumpers. The NLEA is working with the company and MDOT to enable them to ship by rail. This would require the construction of a railroad spur. Silver Leaf Sawmill in Elmira is working with the NLEA and the Northwest Michigan Council of Governments to find State funding for lumber grade training.

Ms. Christensen also mentioned the progress of the “Fab Lab,” a portable CNC training facility. The lab is currently being built and will be driven north in February. Central Lake High School is one of the pilot schools for the program.

Other area projects are: Mancelona has applied for a downtown façade grant that will provide partial funding for a \$1 million project that will renovate four downtown buildings, Short’s Brewing Company is pursuing a Michigan Economic Development Corporation (MEDC) signature acquisition grant, and the Village of Central Lake’s Downtown Development Authority (DDA) is working on an application to the Main Street program. Central Lake was recently awarded a DNR Passport Grant for the construction of a boardwalk, finger piers, and a new bathhouse with a 1/3 local match. In addition, the Village of Bellaire’s DDA is being established and the new owner of the Bellaire Lanes is working with the NLEA on a commercial tax abatement to offset renovation costs. The owner hopes to have the bowling alley open by summer.

Ms. Christensen said that Mac McClelland from Otwell Mawby PC, Consulting Engineers of Traverse City, has been working with the NLEA on the establishment of a brownfield coalition; the Northwest Michigan Brownfield Redevelopment Authority Coalition. This coalition is comprised of the Brownfield Redevelopment Authorities in Antrim, Charlevoix, Emmet and

Cheboygan counties. The coalition meets after the monthly NLEA board meeting and will include training sessions by Mr. McClelland. The training sessions will also be broadcast via internet.

The application for the Michigan Economic Development Corporation (MEDC) Redevelopment Ready Communities (RRC) certification is February 19, 2014. Receiving this certification shows that a community has established six RRC Best Practices and could give a community a stronger position for grant funding. This certification is available to cities, villages and townships.

Ms. Christensen also mentioned the upcoming Northern Michigan Small Farm Conference. This 15th annual conference will take place Saturday, February 1<sup>st</sup> at the Grand Traverse Resort in Acme.

The NLEA has limited funding for their Service Provider Program. This program assists businesses in paying for services that are required for them to expand or become established. Service examples include attorneys, website design, and accountants.

#### **4. Environmental Protection Agency (EPA) Grant Update**

Pete Garwood, Antrim County Administrator, told the EDC that the application for a \$600,000 grant would be sent to the EPA the next day. **(See attachment pgs. 1, 2)**. If awarded, this grant will assess properties in the coalitions' four county area with regard to petroleum and hazardous substances contamination.

Private property owners will need to approve any testing done on their property. Ms. Christensen explained that the assessments take away the uncertainty of possible contamination for a potential buyer.

Ms. Christensen said that only one third of the applications are funded. After last year's application was not awarded a grant, there was a consultation with the EPA regarding methods to strengthen the current application.

#### **5. Business Park Strategic Plan**

Mr. Garwood presented recommendations from the NLEA regarding a strategic plan for the establishment of a business park in Mancelona. **(See attachment pg. 3)**. The EDC discussed the recommendations.

Dawn LaVanway asked who would do the work of assembling the plan. The NLEA is willing to do much of the work. Sherry Comben and Mr. Garwood noted that the Board of Commissioner's need to be willing to approve the plan and to follow through once it's established to make it effective. Ms. Christensen said there will need to be investments made in the plan as it moves along. Ms. LaVanway asked how long the plan would take to complete. Ms. Christensen said that it could be finished by the time the Board of Commissioner's work on the 2015 budget. The EDC discussed the success rate of industrial parks in the area.

**Motion by Sherry Comben, seconded by Dawn LaVanway, to recommend that the Board of Commissioner's move forward with the strategic plan. Motion carried – unanimous.**

## **6. Member/Public Comment**

Mike Crawford, Chairman of the County Commissioners, asked the EDC for assistance regarding finding funding sources for a new well in Mancelona. This well would provide safe water for properties that are in the path of the TCE plume. The plume is moving west toward Schuss Mountain/Shanty Creek as fast as one foot per day. The group Antrim Coalition United Through Ecology (ACUTE) is concerned that the Michigan Department of Environmental Quality (DEQ) will not have the grant monies available to fund a new well, whose cost is estimated to be \$2.4 to \$3 million. Mr. Crawford stated that the best location for a new well is still under consideration.

**Meeting adjourned at 11:16 a.m.**

# Antrim County Economic Development Corporation

April 15, 2014

## Minutes

Members Present: Larry Stine, Dawn LaVanway, Jim Schnackenberg, Sherry Comben, Peter Garwood, Jerroll Drenth, and Bonnie Robbins

Members Absent: Rick Diebold, *Misty Youngson (added as a correction during the July 15, 2014 meeting)*

Staff Present: Janet Koch

Others Present: Sara Christiansen

### 1. Call to Order

In the absence of Rick Diebold, President of the Economic Development Corporation (EDC), the meeting was called to order at 9:05 a.m. by Larry Stine, Vice-President.

### 2. Approval of Minutes

**Motion by Dawn LaVanway, seconded by Sherry Comben, to approve the minutes of January 21, 2014 as presented. Motion carried – unanimous.**

### 3. Northern Lakes Economic Alliance (NLEA) Update

Sara Christiansen, NLEA representative, updated the EDC on a number of projects the NLEA is working on around Antrim County.

The NLEA's Jan Kellogg is working with the Northwest Michigan Council of Government (NWMCOG) to create a best practices document whose goal is to help communities guide their growth in a way that best suits their needs. Ms. Kellogg was also working with Short's Brewing Company on their successful Michigan Economic Development Corporation (MEDC) grant application. The construction in Bellaire has begun and is expected to be complete by the end of this summer. In addition, Short's has purchased property in Elk Rapids that is adjacent to their bottling facility. Short's has also made purchasing plans for waste water treatment equipment.

Ms. Christiansen said that the Central Lake Downtown Development Authority (DDA) has been accepted into the Main Street program, which is offered by the Michigan State Housing Development Authority. The Village of Central Lake is providing funding to help the DDA draft a Tax Increment Financing (TIF) district and a development plan.

Pete Garwood, County Administrator, asked if the Central Lake DDA was aware of the County's opt-out policy regarding DDAs. Ms. Christiansen said the DDA was created before that policy was put in place.

Ms. Christiansen said the Mancelona façade grant application has been submitted. She added that the MEDC was meeting that day to make a funding decision. The \$1 million project, if approved, will involve four buildings.

Another grant application submitted was a NWMCOG placement grant for a Paddle Antrim event. This involves four chambers of commerce (Ellsworth, Central Lake, Bellaire, and Elk Rapids) and is proposed to take place in 2015. The grant application requested funding for a part time event coordinator.

Ms. Christiansen also noted that Antrim Machine Products, Inc. has taken advantage of NLEA's Service Provider Program. She also mentioned the upcoming NWMCOG April 23<sup>rd</sup> event in Charlevoix, "Building Community Solutions" and the efforts to locate funding through Michigan's Department of Environmental Quality for a solution to the spread of the TCE plume.

#### **4. EPA Grant Update**

Ms. Christiansen said that the grant application had been sent in, but no notice of awards has been made. Last year notices weren't sent out until July.

#### **5. Business Park Strategic Plan**

Ms. Christiansen has begun preliminary work on the strategic plan for the business park. It was established that preparation of the plan will not have any extra costs. Jerroll Drenth asked about the plan's goals. Ms. Christiansen said it will provide basic information to prospective purchasers of property in the business park.

Mr. Garwood asked when the last industrial park in the northern Michigan was developed; Ms. Christiansen thought it was the East Jordan park. She added that inquiries regarding industrial park purchases have increased over the last five years.

There was a discussion regarding a timeline and a process to complete the plan. Ms. LaVanway suggested working on the property information portion of the plan at this time **without incurring additional costs.**\* Mr. Garwood suggested that a sub-committee work on the plan; Mr. Stine agreed.

The sub-committee members will be Sara Christiansen, Sherry Comben, Pete Garwood, Janet Koch, and Bonnie Robbins. They scheduled a meeting for 9:00 a.m. Wednesday, May 14<sup>th</sup> at the Mancelona Township Hall.

Mr. Garwood said that the goal is to get to a point where the development is ready to go if a purchaser approaches the County. It is hoped that the strategic plan can be completed within a year.

The oil well on the business park property was discussed, as was a proposed water well that might be part of the TCE plume strategy.

#### **6. Antrim County Master Plan Work Plan Recommendation**

Mr. Garwood said the Planning Commission has been looking at the economic development portion of Antrim County's Master Plan and would like input from the EDC regarding the business-oriented implementation steps. Mr. Schnackenberg said this will help operationalize the master plan. Mr. Garwood and Mr. Schnackenberg will work together to develop action items and bring them to the EDC at the next meeting.

#### **7. Member/Public Comment**

Mr. Garwood distributed the 2014 EDC budget, stating that the County will be working on their 2015 budget in July. Mr. Stine asked that the budget be added to the July EDC agenda. A budget addition of training funding was suggested.

Janet Koch, Associate Planner, distributed copies of the draft version of Antrim County's Capital Improvement Plan. Mr. Garwood told the EDC that when the plan is complete, it should help the Finance Committee create a budget that will anticipate costly projects.

**Motion by Pete Garwood, seconded by Jim Schnackenberg, to adjourn the meeting.  
Motion carried – unanimous. Meeting was adjourned at 10:40 a.m.**

*\*Added as a correction during the July 15, 2014 meeting.*

# Antrim County Economic Development Corporation

**July 15, 2014  
Minutes**

Members present: Richard Diebold, Larry Stine, Dawn LaVanway, James Schnackenberg,  
Misty Youngson, Sherry Comben, Jerroll Drenth, Bonnie Robbins  
Members Absent: Pete Garwood  
Staff Present: Janet Koch  
Others Present: Mike Crawford, Sara Christiansen

## **1. Call to Order**

The meeting was called to order at 9:00 am by Rick Diebold, EDC president.

## **2. Minutes**

There were two corrections to the minutes of April 15, 2014. Dawn LaVanway asked that “without incurring additional costs” be added to the end of the second sentence of the third paragraph of item 5, and Misty Youngson said she should have been listed as absent.

**Motion by Dawn LaVanway, seconded by Bonnie Robbins, to approve the minutes of April 15, 2014 as corrected. Motion carried – unanimous.**

## **3. Northern Lakes Economic Alliance (NLEA) Update**

Sara Christiansen informed the EDC that the expansion project of Short’s Brewing Company, which involved a \$300,000 Michigan Economic Development Corporation (MEDC) grant, would result in the hiring of 18 new employees. Short’s currently has 75 employees.

The first Paddle Antrim, an event involving four chambers of commerce, is scheduled to take place in September 2015. Short’s Brewing Company is a corporate sponsor of the event.

Ms. Christiansen also mentioned an NLEA workshop, “How to REALLY Start Your Own Business,” at the Central Lake District Library on September 18, 2014. She said this session will highlight agriculture and food businesses. The cost is \$20 per business and will be from 6 - 8 pm.

Another upcoming event is an MSU-E conference, Connecting Entrepreneurial Communities. This will be held October 8-9 in East Tawas for a cost of \$85 per person (**see attached pgs.1-2**).

## **4. Master Plan Work Plan**

Jim Schnackenberg said he and Pete Garwood, County Administrator, had prepared some implementation strategies that had grown out of the County’s Master Plan action steps (**see attached pgs. 3-4**). Mr. Schnackenberg hoped the EDC would endorse the strategies.

Dawn LaVanway said the Connect Michigan efforts regarding broadband should be included.

**Motion by Jim Schnackenberg, seconded by Bonnie Robbins, to endorse the strategies for implementation within the Master Plan. Motion carried - unanimous.**

## **5. EPA Grant Update**

Ms. Christiansen said the coalition's EPA grant application had not been approved. She said there were over 800 project applications with 264 awards. Only 4 of the awarded projects were in Michigan.

Out of 200 possible points for each application, the coalition's application was awarded 187, but grants were awarded only to applications with a minimum of 196 points. Ms. Christiansen said the next application will be made stronger by using specific site examples.

Applications for the next round of grants will probably be available in November, with a due date likely to be in mid-December. Ms. Christiansen said that historically, the application forms don't change much from year to year.

## **6. Business Park Strategic Plan**

Ms. Christiansen, Bonnie Robbins, Sherry Comben, Pete Garwood, and Janet Koch visited the Mancelona Township site in May. The sign, which denotes the site as "Antrim County Industrial Park," is in disrepair and gaining access to the main portion of the site is difficult. **The location of the business park was discussed. (Added at 10-21-2014 EDC meeting.)**

Ms. Christiansen has updated the site checklist for the park's basic amenities. In addition, she will be uploading the information to a State of Michigan website where area demographics will also be available. Mr. Christiansen recommended adding an agenda item to view the website at a future meeting.

## **7. Budget**

There was a discussion of the EDC's 2015 budget. Items beyond the normal per diem mentioned were signage for the business park and a consultant to work on the strategic plan. With reference to the implementation strategy regarding creating a "How To" guide on how to provide Wi-Fi, Ms. Christiansen mentioned a Charlevoix County Wi-Fi effort. Mr. Schnackenberg suggested budgeting \$7500.

Jerrold Drenth noted that the EDC's current budget was about \$4000 and asked what could be done within existing budget parameters. He mentioned brush clearing and driveway improvements at the business park. Mr. Drenth also said that \$2500 for contractual services has often been budgeted in previous years and not spent.

It was suggested that the technology portion of the Connect Michigan plan could be reviewed. The EDC noted that there are a number of possible undertakings being discussed by the group. Mr. Diebold suggested a \$5000 figure for consultant services. He also asked, since the EDC won't meet again until after the County's 2015 budget is approved, that Mr. Garwood prepare the final budget.

## **8. Member/Public Comment**

Ms. Comben asked the EDC if the group should have more meetings in 2015, considering the number of possible projects that are being considered.

Misty Youngson spoke about her recent trip to China. She said her group toured an industrial park that had taken 20 years to construct and was a self-contained city.

Meeting was adjourned at 10:30 a.m.

# Antrim County Economic Development Corporation

**October 21, 2014  
Minutes**

Members present: Richard Diebold, Sherry Comben, Pete Garwood, Dawn LaVanway, Bonnie Robbins, James Schnackenberg, Larry Stine, and Misty Youngson  
Members Absent: None  
Staff Present: Janet Koch  
Others Present: Sara Christiansen

## **1. Call to Order**

The meeting was called to order at 9:00 am by Rick Diebold, President of the Economic Development Corporation (EDC). Mr. Diebold spoke on the life and sudden passing of long time EDC member Jerroll Drenth.

## **2. Minutes**

Dawn LaVanway asked that a sentence be added to number 6, Business Park Strategic Plan regarding a discussion of the location of the Business Park.

**Motion by Dawn LaVanway, seconded by Larry Stine, to approve the minutes of July 15, 2014 as corrected. Motion carried – unanimous.**

## **3. Northern Lakes Economic Alliance (NLEA) Update**

Sara Christiansen, Economic Development Specialist with the NLEA, introduced the Mancelona Business Park's listing on the Michigan Economic Development Corporation's site selection website, <http://michigan.zoomprospector.com>. Ms. Christiansen said she could make revisions to the information. Dawn LaVanway asked about adding property tax information. Pete Garwood, County Administrator, asked about adding more site uses to the description such as medical and research and development.

Ms. Christiansen showed the EDC the other information tabs on the site; Labor Force, Demographics, Consumer Spending, Wages, Business, and Housing. She said documents such as site plans could be attached to the webpage.

The Housing tab showed a median housing value of \$250,800 for the Mancelona area. These figures are generated by the state from a website that isn't as accurate as others that Ms. Christiansen researched, which shows the area's median value as approximately \$80,000. Ms. Christiansen has asked MEDC to change the housing data. She also said the information on the site is uploaded through Council of Government organizations and other groups that are listed on the website.

Jim Schnackenberg asked if there was any information regarding brownfields. Ms. Christiansen thought that if the site had been noted that way, that the information might be visible.

Misty Youngson said the Paddle Antrim event is planned for September 2015. The group is preparing to hire an executive director. Elk Rapids has also commissioned a hotel feasibility

study. A company from Ann Arbor will present a completed study with a recommendation in roughly six weeks.

Ms. Youngson also said the Elk Rapids Wine Shop is working to expand into serving wine. This part of the business would be in a different building, across from Siren Hall. The plan is to have apartments on the second floor and possibly have meeting space available in the basement. In addition, the Elk Rapids DDA (Downtown Development Authority) is working on a strategic plan.

Ms. Christiansen said the Elk Rapids sanitary sewer expansion, a \$5.6 million project, is scheduled for completion in the spring of 2016. Short's Brewing Company is constructing a pre-treatment system for their facility.

Ms. Christiansen said the NLEA had made sixteen retention visits in Antrim County this year. She told the EDC that they are working with two potential new Antrim County businesses. Ms. Christiansen mentioned the upcoming DDA 101 workshop being held in Charlevoix and other upcoming NLEA events.

#### Networks Northwest Regional Prosperity Plan

Ms. Christiansen showed the EDC a draft of a document from Networks Northwest (formerly known as the Northwest Michigan Council of Governments, NWCOG). This document is titled "Framework for Our Future: A Regional Prosperity Plan." Mr. Garwood asked how this was different from NWCOG's existing Grand Vision. Ms. Christiansen said Scott Gest from Networks Northwest would be able to answer that question thoroughly. She added that the Grand Vision encompassed six counties and the Framework covers ten counties. There was a discussion of whether or not the Grand Vision was a transition to the Framework or if it is running in parallel. Ms. Christiansen said that Mr. Gest could be invited to a future EDC meeting.

#### **4. EDC 2015 Budget**

The requested budget of \$5,000 for contractual services was reduced to \$2,500. A training budget of \$500 was approved. Ms. LaVanway asked about the Planning Commission budget. There was a discussion of economic publications and e-newsletters that would be available to the EDC.

Mr. Diebold mentioned Mr. Schnackenberg's wish to increase contractual services in the budget and asked him to lay out a road map for expenditures. Mr. Schnackenberg said since this was his last meeting as an EDC member that it wouldn't be appropriate for him to take on that task.

Ms. LaVanway said Tom Erhart of the NLEA had spoken to an East Jordan group and asked if it would be useful to have him speak to the EDC. Ms. Christiansen said chambers of commerce focus on downtowns, and that NLEA works with manufacturing and other large facilities. Mr. Garwood said Mr. Erhart could probably focus a talk to the EDC on pertinent topics.

#### **5. Business Park Webpage**

Janet Koch, Associate Planner, presented an early version of the new County website design. She said the "Resources" dropdown from the "Business" header will contain links to area libraries that have business resource centers. There was a discussion of the location for the Business Park on the site. Mr. Schnackenberg asked about a location for planning information. The content for a Planning page would include links to the Northwest Network's Regional Prosperity Plan and similar items. The location of a Planning page was discussed. Ms. Christiansen said a document on the NLEA website regarding the building process might be useful to include.

Ms. Koch said after she has made as many of the suggested changes as possible that she would send a link to the EDC members for additional comment.

**6. Member/Public Comment**

Mr. Garwood gave an update on the status of the Village of Central Lake's proposed Tax Increment Financing plan. A public hearing regarding the document was scheduled for October 23, 2014. The Village's Downtown Development Authority had been created in 1992, but not submitted to the State until 2013. The County's Tax Sharing Policy opts out of any proposed TIF until a plan is presented. However, the State statute allowing the opt-out policy wasn't passed until 1993.

There was a discussion regarding whether or not the next year's organizational meeting will be held in January. Mr. Garwood said it would.

Meeting was adjourned at 10:53 a.m.