

# Antrim County Economic Development Corporation

January 20, 2015

## Minutes

Members present: Janet Bassett, Randy Bishop, Peter Garwood, Dawn LaVanway, Kathy Peterson, Sherry Comben  
Members Absent: Rick Diebold, Bonnie Robbins, Dave Heeres  
Staff Present: Janet Koch  
Others Present: None

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

The meeting was called to order at 9:05 am by Peter Garwood, County Administrator.

### **2. Organizational Meeting**

Mr. Garwood chaired the organizational meeting.

#### Election of Officers

##### *Nominations for President*

Randy Bishop indicated that he would like to serve as President of the Economic Development Committee (EDC). Dawn LaVanway nominated Randy Bishop for President.

Sherry Comben nominated Bonnie Robbins for President in absentia. Mr. Garwood contacted Ms. Robbins by telephone and she indicated that she would serve if elected.

**Motion by Sherry Comben, seconded by Jan Bassett, to close the nominations. Motion carried – unanimous.**

Mr. Garwood asked for a show of hands for a vote for Randy Bishop as President. Two EDC members raised their hands. Mr. Garwood asked for a show of hands for a vote for Bonnie Robbins as President. Four EDC members raised their hands. Bonnie Robbins will be the President of the Antrim County EDC for 2015.

##### *Nominations for Vice-President*

Dawn LaVanway nominated Randy Bishop for Vice-President.

**Motion by Jan Bassett, seconded by Dawn LaVanway, to close nominations and cast a unanimous ballot for Randy Bishop for Vice-President of the Antrim County Economic Development Corporation. Motion carried – unanimous.**

##### *Nominations for Secretary*

Randy Bishop nominated Dawn LaVanway for Secretary.

**Motion by Sherry Comben seconded by Kathy Peterson to close nominations and cast a unanimous ballot for Dawn LaVanway for Secretary of the Antrim County Economic Development Corporation. Motion carried – unanimous.**

#### Selection of meeting dates/times

Mr. Garwood said that the EDC was budgeted to meet quarterly. Mr. Bishop asked if the EDC could meet outside of the budget, without compensation. Mr. Garwood said it was possible, but that it's usually for work sessions regarding special projects. Mr. Bishop and Ms. LaVanway said that quarterly meetings didn't allow enough time to accomplish the stated objectives of the EDC. Ms. Bassett said the EDC could meet as a work group. Mr. Bishop calculated that \$360 per meeting would be the cost if all members attended. The EDC noted that their budget could allow for 12 months of meetings if the contractual services line item was reduced and the per diem and travel line items increased. Mr. Garwood said that a budget amendment could be made to redistribute the monies inside the EDC cost center.

**Motion by Randy Bishop, seconded by Dawn LaVanway, to hold monthly meetings on the third Tuesday of every month at 9:00 am with compensation, subject to the approval of the Board of Commissioners. Motion carried – unanimous.**

Sara Christiansen of Northern Lakes Economic Alliance (NLEA) said the NLEA's charge is to work on economic development. She added that the NLEA would likely be able to attend quarterly meetings only.

The remainder of the meeting was chaired by Randy Bishop, the newly elected vice-chairman.

### **3. Minutes**

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

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

Ms. Christiansen introduced the NLEA, its mission, and its role for Antrim County regarding the creation and retention of jobs, business attraction, and growth. She noted the sources for the NLEA's budget and introduced the NLEA staff.

Mr. Bishop asked about other area industrial parks. Ms. Christiansen said Cheboygan has a developed industrial park, and that Indian River has an undeveloped industrial park. There is an undeveloped industrial park in Emmet County. Boyne City has a developed industrial park and has MEDC certification for a business park. East Jordan's industrial park isn't developed and Charlevoix's industrial park is about 75% occupied. Elk Rapids has an industrial park that is at almost 100% occupation.

Ms. Christiansen said economic and community developments are long term and require a long term commitment. She also stated that the NLEA has a staff of five professionals who wake up every morning ready to do economic development for Antrim County and the other three counties. She added that more than 60% of employees in the region cross county boundaries for their employment.

Mr. Garwood left the meeting at 10:25 a.m.

Ms. Christiansen updated the EDC on various projects in Antrim County; noting that 100 Antrim County jobs were created and retained in 2014. She also noted employment figures, provided

handouts with the data (**see attached pg. 1**), and updated the EDC on the Environmental Protection Agency brownfield grant application, saying that it will be at least May before the grants are awarded.

Ms. LaVanway asked about the business park strategic plan, specifically the marketing plan. Ms. Christiansen went through the strategic plan and said creating the property information package is the current step. Utility information, property tax information, and deed restrictions could be researched.

Mr. Bishop asked if the NLEA could research specific companies for inclusion in the business park. She said they would need guidance and could provide some assistance.

Ms. Christiansen said she would contact Networks Northwest and have a representative attend the April 21 meeting to introduce the “Framework for our Future.”

Ms. LaVanway asked who should be investigating the utilities at the business park. Ms. Koch said there are questions regarding the expansion of some utilities due to possible proposals regarding the TCE plume.

#### **5. Member/Public Comment**

Ms. LaVanway asked if the EDC could receive the agenda via email. Ms. Koch will put the item on the agenda for the next meeting for the EDC to discuss. Ms. Koch said a review of the Antrim County website will also be on the next meeting’s agenda.

Kathy Peterson, Jan Bassett, and Sherry Comben said they will not be attending the next EDC meeting.

**Motion by Kathy Peterson, seconded by Dawn LaVanway to adjourn the meeting. Motion carried - unanimous.**

Meeting was adjourned at 11:20 a.m.

# State of the Economy

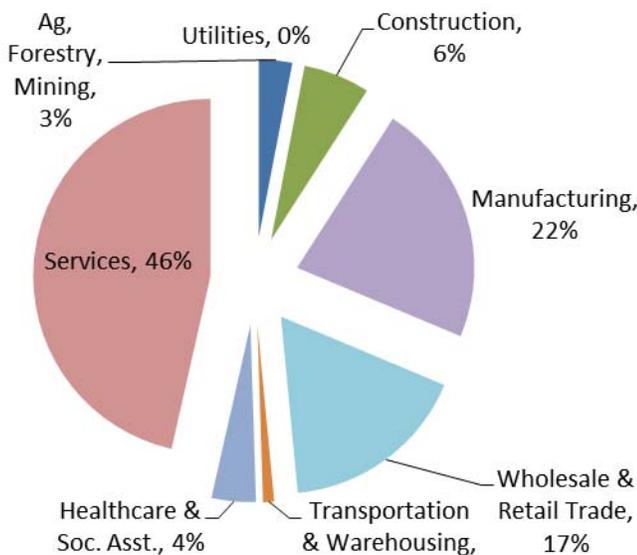
## Antrim County, 2015

The Northern Lakes Economic Alliance is a public/private partnership that provides economic development support and resources for our four county region including Antrim, Charlevoix, Cheboygan and Emmet Counties. Our mission is simple: "To serve as a resource to help entrepreneurs create and retain jobs."

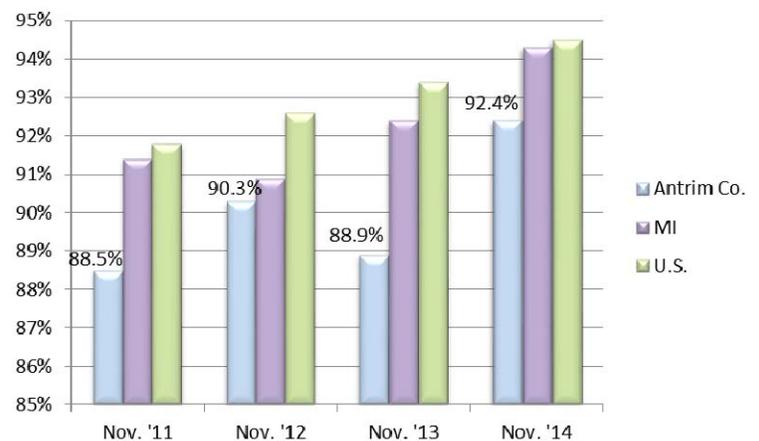
To accomplish this mission, we use a two-prong approach. We assist local communities to provide the infrastructure and environment to help entrepreneurs grow their businesses, and we work one-on-one with entrepreneurs to help them move to the next level.

Visit [www.northernlakes.net](http://www.northernlakes.net) to see many examples of success stories and access the many resources that are available for assistance.

**Employment by Industry—2014**  
Source: milmi.org



**Employment Trends—2011-2014**  
Source: nwmcog.org



Antrim County's economy consists largely of employment in trades and services, much of it related to tourism. It also has a strong backbone in manufacturing, which provides a majority of the base jobs.

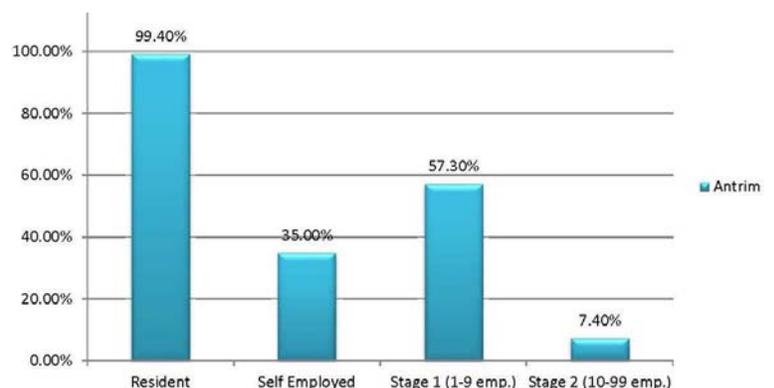
### Composition of Antrim County Companies

The chart below shows the types of companies that create jobs in Antrim County. It differentiates between a "resident" (one headquartered in MI) and a "non-resident" company (headquartered outside of MI). The high percentage of "resident" companies is important as these companies tend to take a more local interest in area economic efforts. Source: youreconomy.org

**All Jobs Are Not Equal**  
Source: montgomeryconsultinginc.com



In Antrim County, for every base job created there is a multiplier effect of 1.42. So, for every 100 base jobs created, there is potential for an additional 42 spin-off jobs. Base jobs are provided by employers with customers outside the region and traditionally have a higher rate of pay and benefits.



# Antrim County

## Economic Development Corporation

March 17, 2015

### Minutes

Members present: Jan Bassett, Randy Bishop, Peter Garwood, Dawn LaVanway Kathy Peterson, Bonnie Robbins, Sherry Comben, Dave Heeres  
Members Absent: None  
Staff Present: Janet Koch  
Others Present: Mike Crawford, Mike Allison, Teresa Mizgala, Sheryl Guy

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

The meeting was called to order at 9:05 a.m. by Bonnie Robbins, President of the Economic Development Corporation (EDC).

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

**Motion by Jan Bassett, seconded Sherry Comben, to approve the minutes of January 20, 2015 as presented. Motion carried – unanimous.**

#### **3. County Website Review**

Janet Koch, Associate Planner, presented the business-oriented pages on the Antrim County website. The Economic Development Corporation (EDC) requested that the Michigan EDC's Zoom Prospector listing for the Mancelona Business Park be added as a main link. Other links that were requested to be added were to Connect Michigan, and the Small Business Tech Center. Ms. Koch will also add the Elk Rapids Library as having a Business Resources Center and will contact the Bellaire Library about hosting a Business Resources Center.

#### **4. Role of the EDC**

Pete Garwood, County Administrator, distributed copies of a letter from Rick Diebold, past president of the EDC. Randy Bishop, EDC Vice President, indicated a preference that the EDC be more aggressive in relating to the first two items noted as purposes of the EDC on the website; alleviating and preventing conditions of unemployment and to assist and retain local industries and commercial enterprises.

The members of the EDC discussed the recent recession and how it affected construction and manufacturing jobs. Mr. Garwood said while it was certainly possible that manufacturing might relocate to northern Michigan, the most likely source of growth was the expansion of local businesses.

Ms. Robbins said she didn't think the EDC should focus solely on Mancelona, that the EDC is a County-wide organization. Mr. Bishop asked where the focus should be. Ms. Comben suggested that the Board of Commissioners sell the Business Park and use the monies to support business loans. Ms. Bassett said many organizations are involved in regional projects that will affect Antrim County, noting that Networks Northwest is working on a US-131 corridor grant application.

Ms. LaVanway said the EDC needed to work with multiple partners, such as the NLEA (Northern Lakes Economic Alliance) and Networks Northwest. Ms. LaVanway and Mr. Bishop encouraged

the EDC to define specific goals. Ms. Comben said the EDC should consider developing rules of procedure. Ms. Comben distributed copies of the Strategic Plan from Grand Traverse County's EDC for review.

Ms. LaVanway said the NLEA is very effective and is viewed positively throughout the State, but that the NLEA should have guidance from the EDC regarding its efforts in Antrim County. Mr. Garwood said the NLEA can help facilitate grass roots movements.

## **5. Desired Direction of the Board**

Ms. Robbins asked the members if a mission statement was the desired direction of the group. Kathy Peterson asked if the EDC had traditionally been an advisory board. Mr. Garwood said that in the past the EDC had worked with consultants, had worked on the master plan, and had placed advertisements in Crane's business magazine. He added that EDC members had been very active in supporting the NLEA in pursuing the possibilities of a biomass plant locating in the Mancelona Business Park. He said that the EDC is the "eyes and ears" for the County's economic development.

**Motion by Randy Bishop, seconded by Jan Bassett, that a mission statement be created and adopted by the EDC at the current meeting. Motion carried – unanimous.**

Ms. Comben proposed a mission statement to "Promote County-wide diversified economic growth and employment stability by educating, leveraging resources and coordinating services through public and private partnerships which will maintain our rural climate and improve the quality of life for all people working and living in Antrim County." She added that while individual projects could target specific areas of the County, that a mission statement should encompass the entire County. Mr. Bishop proposed a mission statement of "attract at least one manufacturer or warehouse to Mancelona in 2015." The members discussed the creation of a mission statement.

**Motion by Dave Heeres, seconded by Pete Garwood, that the EDC adopt a mission statement to "Retain, expand, and promote County-wide economic growth and stability." Motion carried – unanimous.**

Mr. Bishop asked that the EDC pass a motion to adopt a goal of "attract at least one manufacturer or warehouse to Mancelona in 2015." Ms. LaVanway asked why there was such immediacy. Mr. Bishop said there was an interested party who would like to see support from the EDC. Ms. LaVanway asked what kind of support that meant; Mr. Bishop said it wasn't monetary. Ms. Robbins said the party should contact the NLEA.

Mike Allison, President of the Village of Mancelona, said that he was willing to talk to anyone on the EDC about the various groups in Mancelona who are working on pursuing economic growth. He said figures for vehicles traveling on US-131 have increased steadily. The EDC said they were willing to support and work with Mancelona regarding future projects.

**Motion by Pete Garwood, seconded by Jan Bassett, that the EDC is supportive of attracting manufacturing and other businesses to Mancelona. Motion carried – unanimous.**

Ms. Robbins said she'd like to see all members take a look at the implementation steps and the Grand Traverse County strategic plan and bring ideas to the next meeting for developing a strategic plan for the Antrim County EDC.

Mr. Bishop asked if direction for the NLEA should be provided as part of that plan. He cited one of the implementation steps from the Planning Commission that dealt with connectivity. Other EDC members said a Wi-Fi manual for villages had already been covered with Michigan Connect and the goal should be changed to County-wide broadband.

Ms. Comben said if the EDC wanted the Board of Commissioners to consider any projects that those projects should be brought to the Capital Improvement Committee.

Ms. Robbins asked Mr. Garwood to bring in a facilitator to the April meeting regarding the creation of goals for the EDC.

**6. Member/Public Comment**

Mike Allison said he appreciated the concern from the EDC for Mancelona and for the County, that it was good to work together.

Ms. Robbins said that EDC members should be cautious about presenting things to businesses and communities that hadn't been discussed at the meeting. Mr. Bishop said he would like to see his children and grandchildren move back to Michigan and thinks the County and State need to make changes to help the State. Ms. Robbins said Mr. Garwood should be informed of contacts with potential businesses.

Meeting was adjourned at 11:30 a.m.

# Antrim County Economic Development Corporation

**April 21, 2015  
Minutes**

Members present: Jan Bassett, Randy Bishop, Peter Garwood, Dawn LaVanway, Kathy Peterson, Bonnie Robbins, Sherry Comben, Dave Heeres, Veronica Welter  
Members Absent: None  
Others Present: Janet Koch, Bethany Pearson

## **1. Call to Order**

The meeting was called to order at 9:05 a.m. by Bonnie Robbins, President of the Economic Development Corporation (EDC).

## **2. Approval of Minutes**

**Motion by Jan Bassett, seconded by Randy Bishop, to approve the minutes of March 17, 2015 as presented. Motion carried – unanimous.**

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

Bethany Pearson, NLEA, introduced Sarah Lucas from Networks Northwest (NWNW), who gave an overview of the Regional Prosperity Initiative (RPI). Ms. Lucas said the RPI is a state initiative driven by the Governor and is designed to align services in the different regions. She noted that a portion of a state grant obtained by NWNW was used to create the regional prosperity plan titled *Framework For Our Future*. The grant also paid for a seasonal population study, housing inventory, and more. She said *Framework For Our Future* is a resource that communities can use. An energy assessment was also conducted for six counties, including Antrim County.

In 2015, Ms. Lucas will be working on the Benchmarks Northwest website; this will provide easier access to data. NWNW is also working on a study that analyzes gaps in services throughout the ten-county region they serve.

Randy Bishop asked about funding sources for Networks Northwest. Ms. Lucas said the Michigan Department of Transportation (MDOT) funds their transportation projects. Other funding is project-based and is a mix of grant and programmatic funding. She said very little regional planning is funded by federal dollars. The Michigan Economic Development Corporation (MEDC) occasionally provides grants.

Dawn LaVanway asked about overlap with LIAA (Land Information Access Association). Ms. Lucas said NWNW works with LIAA, but that LIAA does more technology-based projects. LIAA also does work state-wide.

### US 131 Corridor Strategy

Ms. Pearson said NWNW is finalizing a US 131 Corridor Community Study from Cadillac to Petoskey. The study is about to be released; strategies are now being developed and are expected to be implemented by the end of 2015.

The study will separate communities into tiers; Mancelona is considered part of a tier two community. Tier two communities which will be the focus of NLEA's activities on the project. NLEA has contacted members of the Mancelona community and will be forming a regional leadership team. A targeted economic strategy will be developed. Other parts of the corridor strategy will include an industrial park analysis and coordination of implementation activities. Mr. Bishop asked about funding possibilities for implementation of the study. Ms. Lucas said state agencies are looking at projects that are aligned with regional studies and that EDC involvement could assist with obtaining state grants. Ms. Pearson said a letter of intent or a resolution from the EDC could assist with implementation.

The existing study regarding the Mancelona Business Park was discussed. Ms. Lucas said the 131 Corridor Study will look at the corridor on an overall basis. Ms. Pearson added that community assets near US 131 were also going to be considered; that it's not just limited to properties adjacent to the highway. Ms. Lucas said MDOT, MEDC and the Michigan State Housing Development Authority will be a part of the regional meetings.

### **4. Comprehensive Economic Development Strategy (CEDS) Projects**

Ms. Lucas said CEDS projects are sent to the U.S. Economic Development Administration (EDA). She added that NWNW ties CEDS into the RPI. Ms. Lucas presented last year's growth and investment projects, which are available on the NWNW website. Projects in Antrim County include municipal water updates, Paddle Antrim, and commercial expansion projects. Pete Garwood, County Administrator, said the last CEDS project in Antrim County to receive EDA funding was the Elk Rapids water tower, which was many years ago.

Ms. Lucas said if a project has economic impact and could be looking for funding in the near future, it is advisable to have a project on the CEDS list. Projects to be considered for the EDA submittal should be sent in by May 1; projects to be included in the RPI can be submitted to NWNW throughout the year, although the earlier the better.

### **5. Strategic Planning Discussion**

Mr. Garwood said using a facilitator to assist the EDC with strategic planning will likely take two meetings. Dates for meeting with an Michigan State University Extension facilitator were discussed. The EDC asked Mr. Garwood to contact the facilitator to meet with the EDC at their June 16 regular meeting.

Topics for the May meeting were discussed. Bonnie Robbins suggested that the EDC members consider the statutory purposes for the group that are listed on the website and bring priorities to the next meeting. She added that this will speed the process with the facilitator.

The future of the Mancelona Business Park was discussed. Ms. Pearson said a USDA rural development grant for regional strategic planning had just been announced. She said the EDC might apply for technical assistance regarding the business park.

Veronica Welter suggested that the EDC develop strategies for considering future property purchases. It was also suggested that an inventory of current properties could be useful. Mr. Garwood said he would contact the owner of the parcel west of the business park, who is currently pursuing a listing price through a Realtor for that parcel. Mr. Garwood will inquire about the Realtor giving a listing price for the county property while he is at.

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

### Electronic Agendas

Janet Koch, Associate Planner, asked the members of the EDC if they were amenable to receiving agendas and packets via email only. The group agreed readily.

### TART to Charlevoix Trail

Ms. Koch told the EDC that the conceptual plan for the trail had been developed. Presentation materials were being assembled by the National Park Service, TART Trail, and Northwest Design Group. The various local units of government will likely be approached in late summer or early fall regarding initial project implementations. Ms. Koch added that regional trails are considered an economic development tool. She told the EDC about the availability of 2014 survey results of portions of three different northern Michigan trails. She was asked to provide the report via email to the group.

### Mancelona Matters

Ms. Robbins updated the EDC regarding the activities of “Mancelona Matters” and an off-shoot group called SPROUT.

Meeting was adjourned at 11:15 a.m.

# Antrim County

## Economic Development Corporation

**June 16, 2015**

### **Minutes**

Members present: Bonnie Robbins, Randy Bishop, Jan Bassett, Sherry Comben, Pete Garwood, Dave Heeres, Dawn LaVanway, Veronica Welter  
Members Absent: Kathy Peterson  
Others Present: John Amrhein, Janet Koch, Chuck Johnson, Gary Knapp

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

The meeting was called to order at 9:00 a.m. by Bonnie Robbins, President of the Economic Development Corporation (EDC).

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

**Motion by Jan Bassett, seconded by Randy Bishop, to approve the minutes of April 21, 2015 as presented. Motion carried – unanimous.**

#### **3. Strategic Planning Discussion**

John Amrhein, Educator in Government and Public Policy from Michigan State University Extension, said his focus was to improve governance. He introduced himself and the EDC members introduced themselves. Mr. Amrhein spoke about the County government structure and how he would like the discussion to proceed. He mentioned that he'd distilled a strategic planning session into ten discussion points:

- Mission focus
- Resources
- Constructive partnership
- Performance benchmarking
- EDC as a body
- Informed policy – making sure we really know what we think we know
- Accountability/transparency/integrity
- Great meetings
- Excellence – developing a culture of forward thinking excellence
- Partnership with stakeholders

Mr. Amrhein noted that there are two sets of staff that support the EDC; the County's Administration and Planning Department for meeting support and the staff of the Northern Lakes Economic Alliance (NLEA) for economic development. Mr. Amrhein recommended that the EDC work with the Board of Commissioners for an alignment of priorities before the EDC's strategic plan is finalized.

Randy Bishop said he didn't feel the NLEA was providing enough results to Antrim County; that they needed to be held accountable. Mr. Bishop said if the NLEA didn't bring a new business to the Mancelona area by the end of 2015 that the Board of Commissioners should consider not renewing their membership with NLEA. Bonnie Robbins said the NLEA needed more direction from the County.

The US 131 Corridor project was mentioned. Jan Bassett said there was a need to focus on what needed to happen, not what you didn't want to happen. Ms. Robbins said there was a push to get the Fab Lab to more schools in Antrim County. The Fab Lab is a mobile training unit that provides CNC (Computerized Numerical Control) training, the purchase of which was orchestrated by the NLEA. Pete Garwood, County Administrator, mentioned a number of positive benefits to area businesses from the NLEA.

Veronica Welter said the entire County needed to be addressed in the strategic plan, not just the Mancelona area. Mr. Amrhein said if a goal was to bring a business to Mancelona, that there should be benchmarks to note whether or not progress is being made. The EDC discussed the US 131 Corridor grant possibilities for both Mancelona and Kalkaska. Ms. Welter asked for a consensus that the EDC could have more than one goal.

Sherry Comben, County Treasurer, said the EDC needed to support Mancelona's efforts regarding economic development, but that the direction and much of the leg work must come from Mancelona community members. The EDC discussed the possibility that the County acquire the former Dura properties which are under foreclosure. The BLI Committee had considered purchase of the properties, but took no action. Ms. Comben said there is likely an initial cost of \$45,000 to \$50,000 to acquire the property and \$10,000 per year in special assessments on the properties.

Mr. Garwood said the EDC's strategic plan should include efforts to promote the County as a whole. Mr. Bishop said marketing campaigns weren't effective for immediate results. Mr. Amrhein said the EDC's strategic plan should have elements that are both short term and long term. Topics brought up during discussion of topics to discuss as part of the strategic plan were:

- Grand Traverse County EDC Strategic Plan
- Promotional efforts
- Mancelona US 131 corridor
- Dura properties in Mancelona
- Understand community activities & goals
- Current industrial /business park
- County-wide collaboration (especially for promotional efforts)
- Availability and focus of state funding
- Regional focus
- Potential partners – State and Federal levels
- Broadband
- County master plan
- Financial procedures
- Development procedures
- Update of Brownfield plan
- Tribal connections

Gary Knapp recommended bringing state and federal partners to the EDC's table.

*The EDC took a break at 11:05 a.m., returning at 11:15 a.m. Dave Heeres, Chuck Johnson, and Gary Knapp left the meeting at the break.*

Ms. Welter said a well-developed strategic plan for the EDC will assist future members of the EDC. Mr. Amrhein recommended specifying goals for each of the topics.

Ms. LaVanway asked which Antrim County communities had DDAs (Downtown Development Authorities). Mr. Garwood said Mancelona and Elk Rapids had DDAs with TIF (Tax Increment Financing) plans. Central Lake's DDA was recently reinvigorated and Bellaire's new DDA was still creating their plan.

Mr. Garwood suggested contacting the NLEA regarding the potential sale of the industrial park, purchase of the Dura properties, and development potential for the properties.

Mr. Amrhein listed information that would be needed to consider the Dura property:

- Tax sale information
- Brownfield report
- Condition of the property, including the large foundations, other data
- How to market, work with NLEA, environmental site assessments
- Market if not sold at auction
- Procedure checklist
- Funding – how much, from where, private ownership advantages
- Mancelona Village – desire for ownership by the village?

It was the consensus of the group that the discussion at the July 21 EDC meeting would have a goal of getting a greater level of detail for the remaining discussion topics. At the July meeting, action items should also be developed.

The EDC discussed bringing the purchase of the Dura properties to the next Buildings, Lands & Infrastructure Committee meeting. There was also a discussion about receiving direction from the Board of Commissioners regarding the direction(s) the Board would like the EDC to take as they continue the strategic plan process.

#### **4. Member/Public Comment**

None.

#### **5. Adjournment**

**Motion by Jan Bassett, seconded by Randy Bishop, to adjourn the meeting.**

**Motion carried – unanimous.**

Meeting was adjourned at 12:17 p.m.

# Antrim County Economic Development Corporation

**July 21, 2015  
Minutes**

Members present: Bonnie Robbins, Randy Bishop, Jan Bassett, Sherry Comben, Pete Garwood, Dave Heeres, Kathy Peterson, Veronica Welter

Members Absent: Dawn LaVanway

Others Present: John Amrhein, Janet Koch, Andy Hayes, Bethany Pearson, Mark Hitchcock & Chuck Johnson attend the first portion of the meeting.

## **1. Call to Order**

The meeting was called to order at 9:00 a.m. by Bonnie Robbins, President of the Economic Development Corporation (EDC).

## **2. Addition to the Agenda**

“Northern Lakes Economic Alliance Update” was added to the meeting’s agenda.

## **3. Approval of Minutes**

**Motion by Randy Bishop, seconded by Pete Garwood, to approve the minutes of June 16, 2015 as presented. Motion carried – unanimous.**

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

Andy Hayes, NLEA President, introduced himself, Bethany Pearson, Community Development, and Mark Hitchcock, Business Attraction & Growth.

Bethany Pearson talked about current and potential projects in Antrim County. She also introduced the Redevelopment Ready Community (RRC) certification from the Michigan Economic Development Corporation (MEDC). Ms. Pearson said the MEDC has recently modified their rules and counties are now allowed to become RRC. For this to happen, however, the local units of government with the highest populations in the county have to become RRC certified first. One of the benefits of becoming a RRC is the MEDC assists RRC communities with marketing their top redevelopment sites.

Mark Hitchcock said he is working on the identification of assets; ensuring that properties for sale are listed in Zoom Prospector, a multiple listing website from MEDC. Mr. Hitchcock also said he is working closely with local communities on capacity building. He also encouraged at the upcoming Connecting Entrepreneurial Communities (CEC) conferences.

## **5. DURA Properties Update**

Sherry Comben, County Treasurer, said the minimum bid at the upcoming property auction will be \$66,458.96. Ms. Comben said the Baseline Environmental Assessment had been delivered; the complete report is almost 500 pages. The EDC and the NLEA representatives discussed possible funding for cleaning the DURA property. Mr. Hayes said the future use of the property would dictate how much cleanup is required.

At the end of this agenda item, the NLEA representatives left the meeting.

## **6. Strategic Planning Discussion – John Amrhein**

Mr. Amrhein asked the EDC to look at page 2 of the June 16 minutes for the list of topics to discuss. Mr. Amrhein and the EDC combined some of the topics.

### Grand Traverse County EDC Strategic Plan

The EDC agreed that the strategic plan from Grand Traverse County's EDC wasn't directly applicable to Antrim County.

**Motion by Veronica Welter, seconded by Randy Bishop, to use the Grand Traverse County's EDC Strategic Plan as a template for creating the Strategic Plan for Antrim County's EDC. Motion carried – unanimous.**

### Promotional Efforts / County-wide collaboration

Mr. Garwood distributed an Emmet County promotional publication. Kathy Peterson said the communities have made separate efforts at promotion. Jan Basset said trails are pulling the Antrim County communities together. She felt that electronic promotion was the most effective type.

Mr. Garwood said if the EDC wishes to proceed with promotional efforts, the 2016 EDC budget should include recognitions of those efforts.

### Understand community activities & goals / Tribal connections

Mr. Bishop suggested that EDC members should talk to the township supervisors and ask about goals. Ms. Comben suggested appearing in front of the full boards and sending out communications to the local units of governments and to the tribe.

It was suggested to take Board of Commissioner (BOC) goals to the townships and villages and use those as a starting point of discussion for the local units. Mr. Amrhein suggested talking to the townships and villages first about their goals and passing those along to the BOC.

Mr. Bishop suggested using an online survey program. It was agreed that the survey should include chambers of commerce. Ms. Robbins suggested that the survey should include promotional ideas and ask what each community is doing for promotion. Obtaining promotional materials from the chambers of commerce and businesses also mentioned.

It was the consensus of the EDC that the survey's results should be compiled and promotional efforts chosen in time for 2017 budgeting purposes.

Janet Koch, Associate Planner, will pull out goals from the various village and township master plans and include them as part of the August agenda packet.

### Mancelona US 131 Corridor / DURA property in Mancelona / Current industrial/business park

The EDC is committed to participation in the US 131 Corridor plan and will stay connected to the process. The possibility of selling the existing business park was raised.

### Availability and focus of regional/state funding / Potential partners – State and Federal Levels / Development procedures

The EDC agreed that encouraging the five villages in the County to participate in the RRC should be part of the strategic plan. Staff was directed to write a letter to the five villages that noted the

August trainings regarding RRC and to tell them the NLEA would also assist with RRC certification.

Ms. Robbins said there will be State funding tied to the US 131 Corridor plan.

It was the consensus of the EDC to send communications of funding possibilities to the local units of governments and other organizations that might be interested.

#### Regional focus

Mr. Amrhein said no one else will speak for Antrim County as well as the people in Antrim County. The EDC agreed that their focus should stay in the County. The group agreed that available resources should be mentioned in the strategic plan. Some of the resources mentioned were the NLEA (has 4 county region) and Networks Northwest (has a 10 county region).

#### Broadband

Ms. Comben asked what the EDC's goal was regarding broadband. Mr. Garwood said Tom Stephenson of Connect Michigan had recently sent an email regarding Frontier Communications acceptance of \$1.7 billion from the Federal Communications Commission to upgrade its voice and broadband network.

Mr. Stephenson had written that a Frontier Communications representative was willing to speak to the EDC and others affected by the build out. It was agreed that an invitation should be issued and that many should be invited to the presentation, including the BOC, local units of government, corporations, and schools. It was suggested that the senior center be the venue for the meeting.

The EDC decided to work toward specific broadband goals after the presentation from Frontier.

#### County Master Plan

The County master plan will be updated in 2017; the EDC will discuss the economic section of the Master Plan when the Antrim County Planning Commission begins its revision process.

#### Financial procedures

Ms. Comben said if the EDC wants to accomplish something that the County's financial procedures need to be followed. She asked if the EDC will want to meet monthly in 2016.

Mr. Garwood said the strategic plan should include a goal that in May or June of each year the following year's budget and funding sources would be addressed. Ms. Welter said the strategic plan should also be re-evaluated and projects prioritized as part of that discussion.

The EDC agreed that alternative funding sources should be explored.

#### Update of Brownfield Plan

Mr. Garwood said the Brownfield Plan was out of date. Ms. Robbins said updating the Plan could be critical considering that the County might be considering working with brownfield property. Mr. Garwood suggested hiring a consultant to update the Plan. Mr. Amrhein asked if updating the Brownfield Plan should be part of the EDC's strategic plan.

It was agreed that updating the Brownfield Plan should be a priority for the Brownfield Redevelopment Authority (BRA). The BRA is comprised of members of the EDC and, if a meeting is required, meets immediately after the EDC meeting.

The 2016 BRA budget was discussed.

*The EDC took a short break from 11:00 to 11:10 a.m.*

#### Prioritization

Mr. Amrhein provided voting clickers and the EDC voted on the prioritization of the seven items.

1. Understand Community Activities/Goals
2. Promotion/Collaboration
3. Regional/State Funding
4. Develop Financial Procedures
5. Broadband
6. 131/Mancelona/DURA/Industrial park
7. County Master Plan

Mr. Amrhein asked how these priorities will align with the BOC. Mr. Garwood suggested that the survey also be distributed to the BOC.

Mr. Amrhein said he would put together a summary of the EDC's strategic plan.

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

None.

#### **8. Adjournment**

**Motion by Dave Heeres, seconded by Jan Bassett, to adjourn the meeting.**

**Motion carried – unanimous.**

Meeting was adjourned at 11:50 p.m.

# Antrim County

## Economic Development Corporation

**August 18, 2015**  
**Minutes**

Members present: Bonnie Robbins, Jan Bassett, Sherry Comben, Pete Garwood, Dave Heeres,  
Dawn LaVanway, Kathy Peterson, Veronica Welter  
Members Absent: Randy Bishop  
Others Present: Janet Koch

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

The meeting was called to order at 9:04 a.m. by Bonnie Robbins, President of the Economic Development Corporation (EDC).

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

**Motion by Dave Heeres, seconded by Sherry Comben, to approve the minutes of July 21, 2015 as presented. Motion carried – unanimous.**

### **3. Brownfield Redevelopment Authority (BRA) Update**

Pete Garwood, County Administrator, said he'd talked to Mac McClelland, Project Manager of Otwell Mawby, PC, Consulting Engineers regarding an update of the County's Brownfield Plan. In the past, a brownfield plan was done for the entire County. The State statutes have since changed and new brownfield plans need to be site specific. Mr. McClelland's estimate for a new plan was \$10,000 and would include updating the EDC's bylaws. Ms. LaVanway suggested separating the cost of updating the bylaws from the creation of a brownfield plan.

Sherry Comben, County Treasurer, noted that a developer should be involved to make a viable plan. Dawn LaVanway asked if the regional brownfield authority needed to be involved.

It was the EDC's consensus that the BRA group should meet after the next EDC meeting to further discuss the issues surrounding the creation of a new Brownfield plan. Mr. Garwood inviting Mr. McClelland to the meeting might be useful for an explanation of the process. Jean Derenzy and Janice Adams of the Michigan Department of Environmental Quality, and Chris Grobbel of Grobbel Environmental & Planning Associates, were also suggested as people to invite to a future BRA meeting.

### **4. EDC Strategic Plan**

The EDC reviewed a draft version of the Strategic Plan (**attached pgs. 3-4**), which was included in the agenda packets. Ms. Comben asked that the year of the Public Act be added when the Public Act number was cited.

**Motion by Sherry Comben, seconded by Dawn LaVanway, to approve the EDC's Strategic Plan as revised and to recommend that the BOC approve the revised Strategic Plan. Motion carried – unanimous.**

Mr. Garwood suggested sending a cover letter to the Board of Commissioners along with the Plan, stating the first action steps. The EDC agreed.

The EDC discussed the proposed survey that was mentioned in the Strategic Plan as part of the “Understanding Communities” goal. Part of the survey’s goal is to assist in increasing communication between the various boards and councils in the County. Sending the survey to area chambers of commerce and downtown development authorities was also discussed.

The EDC hopes that the survey will help them understand township and village priorities and see how they mesh with the County’s goals. In addition, it is hoped that the survey results will indicate what collaboration efforts will be effective and what promotional efforts should be undertaken. Ms. LaVanway suggested sending out the surveys every other year since the makeup of boards can change.

Ms. Robbins asked the EDC to start formulating the questions for the survey and bring them to the next meeting. It was agreed that an online survey shouldn’t take more than ten minutes to complete.

Janet Koch, Associate Planner, said she would gather the Comprehensive Economic Development Strategy (CEDS) projects from the Networks Northwest list and include it with the next agendas.

#### **5. DURA Properties Update**

Ms. Comben explained that the DURA property is still going through foreclosure. The ownership is currently in the County Treasurer’s name, but the property has to go through the rest of the foreclosure process. If not sold at the October auction, the property reverts to the local municipality, which then has the option to officially refuse it. January 1st is the first date the property can be sold “over the counter,” at which point the County can purchase the property.

Mr. Garwood said Randy Bishop had indicated he would like the EDC to request a copy of the Baseline Environmental Assessment performed as part of the foreclosure process. The consensus was that a copy would not be necessary at this time, as anyone can come into the Treasurer’s Office to review the document at no cost. The EDC agreed that any discussion of the Dura property should be held at an upcoming BRA meeting.

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

Ms. LaVanway commented on the new construction in East Jordan. Mr. Garwood presented the proposed 2016 EDC budget.

The next EDC meeting will be on September 15. A BRA meeting will be held immediately afterward.

Meeting was adjourned at 10:30 a.m.

**Antrim County  
Economic Development Corporation  
Strategic Plan**



**Mission**

Retain, expand, and promote County-wide economic growth and stability.

**EDC History**

The Antrim County EDC was established by the Antrim County Board of Commissioners in 1979 under the State of Michigan’s Economic Development Corporations Act, Public Act 338 of 1974, as amended.

**Powers**

PA 338 of 1974 and the EDC’s articles of incorporation and by-laws allow for a fairly broad range of powers to plan, finance, and implement projects. Some of these powers include construction, acquisition, borrowing money, and lease agreements.

**Membership**

The EDC is a nine member board appointed by the Board of Commissioners. It is the desire of the Board to have a representation that includes all areas of the County both geographically and by industry.

**Strategic Planning**

The Antrim County EDC Board requested that MSU Extension facilitate a strategic planning process during the summer of 2015. John Amrhein, MSU Extension Government and Public Policy Educator, in consultation with EDC board members, Antrim County administrative staff, MSU Extension educators, and Northern Lakes Economic Alliance (NLEA) staff, developed a process for conducting this planning session. The process included a presentation on extraordinary governance; discussion about the structure and role of the EDC board and its relationships to the county board of commissioners, NLEA, and other economic development efforts in the region; discussion by the board about key issues within the purview of the board to advance their mission and initial action steps to move forward in the near future.

Many topics were discussed and several topics were combined or otherwise addressed and the number of topics was reduced to seven. These were prioritized, and action steps were discussed.

## EDC Priorities

Goal	Actions	Progress
<b>High Priority</b>		
Understand Communities	<p>Review master plan goals throughout Antrim County.</p> <p>Design a survey to gather needs/wants across the county.</p> <p>Choose the survey's targets.</p> <p>Conduct the survey &amp; compile answers.</p>	
Promotion/Collaboration	<p>Review current community promotions.</p> <p>Choose appropriate County-wide promotional efforts.</p>	
<b>Medium Priority</b>		
Regional/State Funding	<p>Share "Redevelopment Ready" information with the local units of government.</p> <p>Communicate new information of funding opportunities with the local units.</p>	
Develop Financial Plan	<p>Prepare an EDC budget in July for the following year's County budget.</p> <p>Look for funding sources outside of County.</p>	
Broadband	<p>Educate Commissioners and community.</p> <p>Frontier presentation.</p>	
US-131 Corridor	<p>Stay connected and active.</p>	
<b>Low Priority</b>		
County Master Plan	<p>Review Chapter 6: Economic Development in the master plan.</p>	

# Antrim County Economic Development Corporation

September 15, 2015  
Minutes

Members present: Bonnie Robbins, Jan Bassett, Randy Bishop, Pete Garwood, Dave Heeres,  
Dawn LaVanway, Kathy Peterson, and Veronica Welter  
Members Absent: Sherry Comben  
Others Present: Janet Koch

## **1. Call to Order**

The meeting was called to order at 9:05 a.m. by Bonnie Robbins, President of the Economic Development Corporation (EDC).

## **2. Approval of Minutes**

**Motion by Kathy Peterson, seconded by Jan Bassett, to approve the minutes of August 18, 2015 as presented. Motion carried – unanimous.**

## **3. Brownfield Redevelopment Authority (BRA) Update**

Pete Garwood, County Administrator, said the Board of Commissioners had not approved the \$10,000 2016 budgetary line item for the development of a brownfield plan. The Board, however, said they would consider funding such a plan if more specifics were provided. Mr. Garwood said it might be useful to bring in a consultant to explain the brownfield process. The EDC agreed.

The EDC discussed the DURA property. The establishment of a land bank was also discussed. Ms. Robbins told the EDC about a recent land bank conference she'd attended, adding that she'd like to look into the land bank possibilities for Antrim County. The EDC asked Mr. Garwood for a presentation regarding land banks, also.

Mr. Bishop said he'd been in discussions with property owners adjacent to the business park. He suggested the possibility of developing the business park into a low income housing project. He also indicated that the current business park adjacent property (the parcel owned by Mancelona Private Power Producers, LLC) and the DURA property could all be marketed together on the Michigan Economic Development Corporation's online ZoomProspector. This would increase the salable acreage to over 200 acres, at which point it reaches a higher level of visibility. He added that the DURA property's listing on ZoomProspector would be more complete if there was an electronic copy of the Baseline Environmental Assessment available to viewers.

**Motion by Randy Bishop, seconded by Jan Bassett, to explore obtaining an electronic copy of the Baseline Environmental Assessment of the DURA properties from the Antrim County Treasurer to use as the EDC sees fit. Motion carried 5-3 by a show of hands.**

Ms. Robbins asked if the County needed to give permission for a property to be placed on ZoomProspector. Mr. Garwood said the item should come in front of the Buildings, Lands & Infrastructure Committee for a recommendation to the Board of Commissioners.

#### **4. EDC Strategic Plan Survey Questions**

Janet Koch, Associate Planner, distributed copies of some design tips for a survey questionnaire. Dawn LaVanway said the survey should indicate the EDC's goals and ask the communities how they feel they fit into those goals. The EDC discussed sending out a first survey to the County's municipalities and a second one to Chambers of Commerce.

Pete Garwood, County Administrator, described previous county surveys. The drop off/pick up method had over a 70% return rate, but it was very labor intensive and expensive. A mailed survey had a 30% return rate. The EDC reviewed a Mancelona 131 Corridor Survey sent to community members.

**Motion by Randy Bishop, seconded by Dawn LaVanway, to send the survey to elected officials, Planning Commissions, and Downtown Development Districts.**

**Motion carried – unanimous.**

It was the EDC's consensus to include the following question in the online survey:

- What is your community's top priority?
- Do you plan on financing those priorities?
- What do you think the county's priorities should be? (Rate in order of importance)
- Does your community have a promotion effort?
- Would you like to work with the County to expand those efforts?
- If you would like to participate in a county-wide promotional effort, is your community willing to contribute financially?
- Are you working with other government agencies for any funding sources?
- Would you like more information regarding funding sources?
- After defining broadband, ask: Does your community see a need for more broadband?
- Where do you see the financial support for broadband coming from?
- What community are you from?
- Are you an elected official or an appointed official?

Ms. Koch will set up the survey questions. For each of the questions, she will list a number of options for the survey respondents to choose from and a box in which to type an answer. She will bring the survey questions to the next EDC meeting for review.

#### **5. Member/Public Comment**

Bonnie Robbins said she will not be able to attend the next EDC meeting, which was scheduled for October 20.

Dawn LaVanway noted the upcoming Northern Lakes Economic Alliance forum on the afternoon of October 20. The forum's title is "Resources to Grow Your Business."

Ms. Koch presented a short video presentation she'd made showing still images of Antrim County. The EDC directed her to add a link to the video on the County's website.

Meeting was adjourned at 11:20 a.m.

# Antrim County Economic Development Corporation

**October 20, 2015  
Minutes**

Members present: Jan Bassett, Randy Bishop, Pete Garwood, Dave Heeres, Dawn LaVanway,  
Kathy Peterson, Veronica Welter and Sherry Comben  
Members Absent: Bonnie Robbins  
Others Present: Bethany Pearson

## **1. Call to Order**

The meeting was called to order at 9:05 a.m. by Randy Bishop, Vice President of the Economic Development Corporation (EDC).

## **2. Approval of Minutes**

**Motion by Jan Bassett, seconded by Kathy Peterson, to approve the minutes of September 15, 2015 as presented. Motion carried – unanimous.**

## **3. DURA Property Update**

Sherry Comben gave a Dura property foreclosure update.

EDC and Brownfield Redevelopment Authority meetings to be separate in the future.

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

Bethany Pearson gave an update of the NLEA activities in Antrim County.

Ms. Pearson informed the Committee the NLEA had been assisting the Village of Ellsworth with a “crowd funding” effort through which they were able to raise \$27,000 for the Community Square Property. Michigan Economic Development Corporation (MEDC) matched it with \$26,000. The community is working on phase 2. Banks Township is also working on improvements to the Township Hall. NLEA is assisting with a 2% grant application to the Grand Traverse Band of Ottawa Chippewa Indians.

Central Lake has been chosen for the “Rising Tide” program through the State of Michigan through their Talent and Economic Development (TED) program. It appears to be like a mini Main Street program. It is a program that will help communities become ready for development among other things.

Ms. Pearson gave an update on the 131 Corridor Project.

NLEA has been assisting Elk Rapids with the writing of a strategic plan, including multiple interviews. December 2, 2015 there will be a public presentation of the plan.

Elk Rapids has six businesses that will be participating in the Façade Improvement Grant Program through the Community Development Block Grant (CDBG) program. The Elk Rapids Downtown Development Authority (DDA) gave a grant of up to \$1,000 per business for drawings to get the businesses started. Businesses interested in participation were required to put in a \$500 application deposit.

NLEA has been working with Bellaire on their DDA plan. Short's Brewery has granted half the funding toward the hiring of a DDA director.

Ms. Pearson indicated that Dan Leonard is now the Community Development representative and now services 60% of the State. MEDC Business Development Specialist is now Terry Vandercook not Lydia Murray. Mr. Vandercook's phone number is 231.258.8889

The Board reviewed the process and estimate to get the County Brownfield Redevelopment Authority (BRA) ready to spring into action when a property and a developer are ready to access the program.

Mr. Garwood will get the BRA Board copies of the bylaws and the old BRA plan.

**Motion by Dawn LaVanway, seconded by Kathy Peterson, to request funding from the Board of Commissioner's for the first three tasks of the Assistance Service Cost Estimate Budget submitted by Mac McClelland (see attached pg. 3). Motion carried – unanimous.**

The Committee reviewed the approved budget for the EDC. A separate department (or cost center) will have to be created in the General Fund for the BRA.

The Committee reviewed and made changes to the survey that will be going to the local units of government.

#### **5. Mission Statement Update**

Vice-Chair Bishop asked if we should do an update regarding our mission statement. Once the BRA becomes active, the BRA tab on the website will need to be updated.

It was suggested that we add the EDC mission statement to every agenda and possibly the minutes at the top or bottom.

The question was raised as to why the recent advertisement was for 3 openings on the EDC. Mr. Garwood said he would look into it.

The Board members were interested in knowing whether or not you can be a voting member and a part of a quorum at a meeting on skype or speakerphone?

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

None.

**Motion by Jan Bassett, seconded by Kathy Peterson, to adjourn the meeting.  
Motion carried – unanimous.**

Meeting was adjourned at 11:20 a.m.

<b>Assistance Services Cost Estimate Budget</b>				
<b>Antrim County BRA</b>				
Otwell Mawby, P.C.	Mac	Expenses	Total Cost	
	Hours	Rate		
		\$96		
<b>Brownfield Assistance Services Menu</b>				
<b>Task 1.1: Initial Meeting with ACBRA</b>				
Review existing information	2	\$192		\$192
Meet with ACBRA to determine goals, objectives, tasks and scope	4	\$384	\$40	\$424
Write up scope	1	\$96		\$96
				<b>\$712</b>
<b>Task 1.2: Review and Update By Laws</b>				
Draft By Laws Revision	3	\$288		\$288
Meet with ACBRA to review	4	\$384	\$40	\$424
Revise By Laws and submit for adoption	2	\$192		\$192
				<b>\$904</b>
<b>Task 1.3: Prepare Policies and Procedures</b>				
Draft Policies and Procedures	3	\$288		\$288
Meet with ACBRA to review	4	\$384	\$40	\$424
Revise Policies and Procedures and Submit for adoption	2	\$192		\$192
				<b>\$904</b>
<b>Task 1.4: Prepare Project Application</b>				
Draft Project Application	3	\$288		\$288
Meet with ACBRA to review	4	\$384	\$40	\$424
Revise Project Application and submit for adoption	2	\$192		\$192
				<b>\$904</b>
<b>Alternative: Prepare All Documents</b>				
Review existing information	2	\$192		\$192
Initial Meeting with ACBRA	4	\$384	\$40	\$424
Prepare all draft documents	9	\$864		\$864
Meet with ACBRA to review all documents	5	\$480	\$40	\$520
Revise all Documents and submit for adoption	6	\$576		\$576
				<b>\$2,577</b>
<b>Task 1.5: Assist to Establish Land Bank Authority</b>				
Prepare County Board Resolution	3	\$288		\$288
Facilitate approval of County Board Resolution	4	\$384	\$40	\$424
Prepare Intergovernmental Agreement	4	\$384		\$384
Prepare Articles of Incorporation	3	\$288		\$288
Prepare By-Laws	3	\$288		\$288
Facilitate approval of Articles of Incorporation and By Laws by Land Bank	4	\$384	\$40	\$424
				<b>\$2,097</b>

# Antrim County Economic Development Corporation

**November 17, 2015  
Minutes**

Members present: Jan Bassett, Randy Bishop, Pete Garwood, Dave Heeres, Bonnie Robbins, Kathy Peterson, and Sherry Comben  
Members Absent: Dawn LaVanway and Veronica Welter  
Others Present:

## **1. Call to Order**

The meeting was called to order at 9:05 a.m. by Bonnie Robbins, President of the Economic Development Corporation (EDC).

## **2. Approval of Minutes**

**Motion by Randy Bishop, seconded by Kathy Peterson, to approve the minutes of October 20, 2015 as presented. Motion carried – unanimous.**

**Motion by Randy Bishop, seconded by Jan Basset, to amend the EDC by-laws to allow members of the EDC Board of Directors to participate in meetings electronically.**

**Motion by Dave Heeres, seconded by Jan Basset, to table the above motion to allow the County Administration Office to consult with Civil Counsel regarding this issue (participation in meetings electronically). Yes – Basset, Peterson, Robbins, Garwood, Comben, Heeres; No – Bishop. Motion carried.**

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

Mr. Bishop and Ms. Robbins brought up the process used for the US-131 corridor, specifically when the EDC will have the opportunity to provide input. It looks like the last meeting of the US-131 Corridor Study will be December 9, 2015.

Ms. Basset inquired if any of the EDC members had additional information about the Rising Tide program that the Village of Central Lake was awarded. Ms. Basset read a communication from Kelly Young who is managing the Village Market in Central Lake who has looked into the program. Ms. Young had many questions and some skepticism.

Meeting was adjourned at 9:55 a.m.