

Antrim County

Economic Development Corporation

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

February 16, 2016 Minutes

Members present: Sherry Comben, Pete Garwood, Dave Heeres, Dawn LaVanway, and Kathy Peterson

Members Absent: Mike Allison, Bonnie Robbins, Veronica Welter, Jan Bassett (via speakerphone)

Others Present: Mike Crawford, Janet Koch, Mac McClelland

1. Call to Order

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

2. Public Comment

None.

3. Approval of Minutes

Motion by Sherry Comben, seconded by Dave Heeres, to approve the minutes of January 19, 2016 as presented. Motion carried – unanimous.

4. Revision of EDC Bylaws

Pete Garwood, County Administrator, said the primary reason to revise the bylaws was to address attendance of the meeting electronically. Mac McClelland of Otwell-Mawby noted it was likely that the bylaws had been created before the enactment of the Open Meetings Act.

Mr. Garwood said the County's civil counsel had recommended that the EDC not allow electronic participation to achieve a quorum. Mr. Garwood read a communication from Mike Allison, a member of the EDC not present at the meeting (**attached pg. 3**), which stated that Mr. Allison believed EDC members should be able to participate electronically, but not be allowed to vote. A suggestion was made to allow remote voting if a quorum was physically present in the room.

After discussion, the consensus of the EDC was to add the following to the bylaws:

- Electronic participation cannot constitute a quorum.
- A member is allowed to vote through electronic participation if a quorum is physically present in the room.
- The reason for a member's electronic participation must be disclosed.
- Notification of electronic participation must be made to the Administration Dept. at least one week before the meeting date.
- Include language that members are expected to be present at least 75% of meetings; except in unusual circumstances.

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- Request notification of absence to the Administration Dept. at least one business day in advance, with the addition of language for the consideration of holidays and weekends. This requirement will enable the Administration Office to determine if there will be a quorum physically present. The exception to this provision is if there are circumstances the member cannot anticipate (illness, accident, being called away to care for a loved one, etc.).

Ms. Comben said the State of Michigan statute that allowed organization of the EDC should also be examined in relation to other parts of the bylaws. The EDC discussed assembling a sub-committee to revise the bylaws. Mr. Garwood said staff could bring a proposed revised document to the next meeting.

5. Survey Participants

Janet Koch, Associate Planner, had worked to assemble the list of elected and appointed township and village officials that the EDC would like to receive the survey. Email addresses had been obtained for 153 of the 261 names. Some additional email addresses were provided by those in attendance. The EDC discussed how to best distribute the survey to those without email. Ms. LaVanway said she could hand out copies to the boards of Chestonia, Echo, and Warner Townships. Ms. Koch will work to obtain more email addresses.

6. Member/Public Comment

Ms. Koch read a short thank you letter to John Amrhein from the EDC, who had assisted the group with the creation of a strategic plan in 2015. Ms. LaVanway signed the letter. Ms. Koch said she had hard copies available of the 2013 Antrim County Technology Action Plan.

The EDC discussed an upcoming CIP training workshop in Traverse City and came to a consensus that CIP training wasn't directly applicable to the EDC. Ms. Comben said the EDC would be involved with the CIP if the EDC recommended a development project to the Board of Commissioners.

Mac McClelland said he will be working with NLEA to market properties on the US 131 corridor.

Meeting was adjourned at 10:18 a.m.

February 12, 2016

EDC/BRA Board:

I am unable to attend today's meeting due to commitments made prior to my appointment.

I would like to voice my opinion about revising the by-laws concerning electronic participation in meetings. I believe board members may participate with comments and opinions electronically, but should not be counted as present or allowed to vote. I think that allows the process to become too impersonal.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Allison", written over the word "Sincerely,".

Michael Allison
231-350-6852