

Jim Jesse, Chairman
Aaron Bowron, Vice Chair
Linda Wayne, Treasurer
Al Dimon, Secretary

Mike Ascione, Director
Truman Bicum, Director
Lon Husbands, Director
Alan McCullen, Director
Frank Pflum, Director

The Economic Development Corporation of the County of Kalkaska BOARD OF DIRECTORS AGENDA EXPLANATION

DATE: April 21, 2011
TO: Board of Directors
FROM: Jim Jesse, Chairman
SUBJECT: Explanation of Agenda Items for May 3, 2011 Board Meeting

CALL TO ORDER and ROLL CALL

APPROVAL OF AGENDA

PUBLIC INPUT

APPROVAL OF MINUTES

Approval of Minutes dated April 5, 2011

Materials submitted for inclusion with the minutes are on file with the recording secretary and County Clerk. Attachments will be provided upon request.

TREASURER'S REPORT & APPROVAL OF BILLS – Linda Wayne

- *Treasurer's Report for April 2011*

TBEDC UPDATE

COMMITTEE REPORTS

Brownfield Taskforce – Aaron Bowron

Consortium Committee – Al Dimon

Executive Committee – Jim Jesse

Funding Committee – Mike Ascione

Loan Committee – Linda Wayne

Personnel Committee – Al Dimon

Public Relations Committee – Aaron Bowron

OLD BUSINESS

NEW BUSINESS

- **Frank Pflum Resolution**
- **Kaskaska Chamber of Commerce Building Proposal**
 - **Future Deed Holder**
 - **Annual Insurance Costs**
 - **Property Tax Exempt Status; County/Village**
 - **Rotary Grant for Estimated Repairs**
 - **Base Line Report**
 - **Uses / Fees / Schedules**
 - **Chamber Office Hours / Lease Agreement**
 - **Lease Agreements w/ other Users**

ADJOURN

**MINUTES OF THE ECONOMIC DEVELOPMENT CORPORATION
OF THE COUNTY OF KALKASKA – BOARD OF DIRECTORS
TUESDAY, APRIL 5, 2011– 9:00 A.M.
KALKASKA COUNTY GOVERNMENT CENTER
BOARD OF COMMISSIONERS CHAMBERS**

ATTENDANCE

<u>Directors Present</u>	<u>Directors Absent</u>	<u>TBEDC Staff</u>	<u>BOC County</u>	<u>Public Present</u>
Linda Wayne	Lon Husbands	<u>Present</u>	<u>Liaison</u>	
Jim Jesse	Aaron Bowron	Tino Breithaupt	Commissioner	
Truman Bicum	Al McCullen	Rob Richardson	Dave Ritter	
Mike Ascione	Frank Pflum			
Al Dimon			<u>Student Ex-Officio</u>	
			Jordan Gunderson	

CALL TO ORDER and ROLL CALL

Meeting was called to order at 9:03 a.m. by Chairman Jim Jesse. Roll was called. All directors were present with the exception of Lon Husbands, Aaron Bowron, Al McCullen & Frank Pflum. Jordan Gunderson the Student Ex-Officio and Kalkaska County Commissioner Dave Ritter were also present.

APPROVAL OF AGENDA

- Chairman Jim Jesse requested that the following items be added to the agenda:
 - Election of Officers
 - Trout Parade
 - New Student Appointment
 - Loan News Release
 - Study Group to Investigate EDC/DDA Task Force

Al Dimon made the motion to approve agenda with changes, supported by Truman Bicum. All yeas, motion carried.

ELECTION OF OFFICERS

Al Dimon requested a motion for Chairman of the Board nominations. Truman Bicum nominated Jim Jesse to serve as 2011 EDC Board Chairman. The motion was supported by Linda Wayne. All yeas, motion carried.

Al Dimon made a motion to nominate Aaron Bowron as Vice-Chair. The motion was supported by Linda Wayne. All yeas, motion carried. Chairman Jesse made a motion to nominate Linda Wayne as Treasurer and Al Dimon as Secretary in 2011. The motion was supported by Mike Ascione. All yeas, motion carried.

APPROVAL OF MINUTES

Al Dimon made the motion to approve the minutes from the November 10, 2010 meeting,

support by Linda Wayne. All yeas, motion carried.

PUBLIC INPUT

Under Public Input, Chairman Jesse made the following announcements:

- Senator Howard Walker and Representative Wayne Schmidt hosting a town hall meeting on April 5 from 6:30 – 8:30 pm at the Hagerty Center in Traverse City
- Northwest Michigan Council of Governments New Economy workshop on May 12 in Traverse City from 6:00 – 9:00 pm. \$25 early bird registration fee. \$40 regular fee.
- Northwest Michigan Council of Governments Leadership Summit workshop on April 18, 2011 at 4:00 pm at the Hagerty Center in Traverse City.
- 2011 Annual Kalkaska Chamber luncheon from 11:30 am – 1:00 pm. It was noted that Chairman Jesse and Mike Ascione would be attending.
- Traverse City Titan Graduation Party
- Denos Museum membership
- Kalkaska Leader article on Jordan as an ex-officio board member of the Kalkaska County EDC.

TREASURERS REPORT AND APPROVAL OF BILLS

Linda Wayne provided the following financial report dated February 1, 2011 to March 31, 2011.

General Checking Account: \$4,604.80 (expenses \$98.50) Balance \$4,506.30

USDA Savings Account: \$28,349.56 (interest \$3.50; deposit \$392.31) Balance \$27,745.37.

Savings Account: \$30,705.39 (Interest \$7.50) Balance \$30,712.89.

CD's: \$56,045.65 matures 6/19/11 (earning 2.84% interest earned \$1,983.39);

\$29,529.37 matures 9/21/2011 (Earning 1.39% ; interest earned \$203.39).

Linda Wayne made the motion to approve the Treasures Report and pay per-diem, supported by Al Dimon. Roll call vote was taken: Linda Wayne-yes; Al Dimon-yes; Truman Bicum-yes; Mike Ascione-yes; Jim Jesse-yes. All yeas, motion carried.

TRAVERSE BAY EDC MONTHLY REPORT

Rob Richardson from the TBEDC & Council of Governments provided a brief update of his work in Kalkaska County since June 2010.

Mr. Richardson highlighted the Kalkaska County Guide to Permitting and Zoning, and the status of the Village of Kalkaska's Master Plan. The Guide to Permitting and Zoning will be available in May and the Village Master Plan is on track to be completed by late summer, 2011.

Tino Breithaupt-Senior Vice President of the Traverse City Chamber of Commerce's Traverse Bay EDC provided the board with an update on changes at the Michigan Economic Development Corporation (MEDC) and the opportunity to obtain additional resources from MEDC, as they are looking to deploy more staffing resources into regions throughout the state. Breithaupt also stated that Director of Business Development, Phil

Franzo was conducting Retention Visits in Kalkaska County on April 5 with Lydia Murray from the MEDC. Breithaupt also updated the Board on the TBEDC plan to hire a Financial Solutions Director who would be responsible for promoting, packaging, presenting and monitoring all County Revolving Loan Funds in the future.

COMMITTEE REPORTS

Brownfield Taskforce Report – Aaron Bowron: No Report

Consortium Committee – Al Dimon: Al reported that the Trout Festival planning was going very well. The Grand Parade is on the last Saturday in April. Kalkaska Township received a \$40,000 grant from the Northwest Michigan Council of Governments for its “Green” initiative.

Executive Committee – Jim Jesse: Chairman Jesse stated that committee assignments will be completed by the next board meeting.

Funding Committee – Mike Ascione: No Report

Loan Committee – Linda Wayne: Linda reported that there are no outstanding loans, and that the EDC has money to lend. Chairman Jesse asked if the EDC should do a news release to the community indicating that the Kalkaska County EDC has money to lend to businesses. Chairman Jesse stated that he would like to see several smaller loans made to companies in the community rather than a few large loans. He further stated that the EDC can loan funds for various business needs such as infrastructure, energy efficiency upgrades and repairs, equipment, vehicle and computer upgrades. It was suggested that a news piece be developed for the Chamber’s Corner Newsletter.

Personnel Committee – Al Dimon: Al reported that Jordan leaves in August. Chairman Jesse asked Jordan her thoughts about a recommended approach to identify her replacement. Jordan suggested that the EDC develop a job description and market this opportunity to students at Kalkaska High School and Forest Area High School, and further have an application/interview process for identifying a new student hire. It was recommended that Jordan work with Al Dimon to develop a plan and report back to the Board at its June Board meeting.

Public Relations Committee – Aaron Bowron: No Report, but there was discussion regarding Kalkaska County EDC participation in the Trout Parade to gain exposure of the EDC to the community. After lengthy discussion, a decision was made to not participate in this year’s parade.

OLD BUSINESS

Report from Al Dimon – Kalkaska Township Contribution – Al Dimon reported that Kalkaska Township is being audited and their auditor has indicated that it is illegal for the Township to be giving funds to the Kalkaska County EDC. Discussion followed. Tino Breithaupt indicated that he was working with a local attorney who is very

knowledgeable in EDC laws and rules and was attempting obtain an answer on this matter. Al Dimon stated that the Township Board was meeting later this evening and he was hopeful that issue would be resolved in the EDC's favor.

News Release on the Student Ex-Officio Board Appointment – Chairman Jesse congratulated Jordan on writing an excellent article in the Kalkaska Leader that highlighter her ex-officio position on the Board.

NEW BUSINESS

BOC Liaison Appointment – Chairman Jesse introduced Commissioner Dave Ritter as the Kalkaska County Board of Commissioner Liaison to the Kalkaska County EDC Board.

Funds from Board of Commissioners 2011 Budget – Chairman Jesse reminded the Board that the \$2,000 annual financial commitment to the Kalkaska County EDC from the Kalkaska County Board of Commission has been eliminated in the budget. Chairman Jesse asked the Board if the EDC should pursue the \$2,000 funding request to current County Board of Commission. After further discussion, Mike Ascione made a motion that the Kalkaska County EDC submit a letter to the Kalkaska County Board of Commission requesting the annual allocation of \$2,000. The motion was supported by Al Dimon. Roll call vote was taken: Mike Ascione-yes; Al Dimon-yes; Linda Wayne-yes; Truman Bicum-yes; Jim Jesse-yes. All yeas, motion carried.

Standing Committees – No Report

Board Input on 2011 Contributions to TBEDC - Jim Jesse: There was discussion on the annual financial commitment from the Kalkaska County EDC to the Traverse Bay EDC in the amount of \$4,000 for 2011. Al Dimon made a motion to commit \$4,000 in financial support to the TBEDC for the purposes of providing economic development services in Kalkaska County. The motion was supported by Linda Wayne. Roll call vote was taken: Al Dimon-yes; Linda Wayne-yes; Truman Bicum-yes; Mike Ascione-yes; Jim Jesse. All yeas, motion carried. A second motion was made by Linda Wayne to make the first quarter payment to the TBEDC in the amount of \$1,000. The motion was supported by Al Dimon. Roll Call vote: Linda Wayne-yes; Al Dimon-yes; Mike Ascione-yes; Truman Bicum-yes; Jim Jesse-yes. All yeas, motion carried.

Study Group to Investigate Kalkaska County EDC/Downtown Development Authority Task Force - Jim Jesse: Chairman Jesse asked the board their thoughts on the potential creation of a task force to address development and re-development opportunities and barriers in downtown Kalkaska. After much discussion, it was recommended that the EDC communicate to the DDA that the Kalkaska County EDC stands ready to assist the DDA in any way possible to encourage investment, development and growth in the downtown area. Chairman Jesse stated that he would like to communicate this support in the form of a letter to the DDA. A motion was made by Al Dimon to write a letter to the DDA offering EDC support. The motion was supported by Linda Wayne. All yeas, motion carried.

ADJOURNMENT

Mike Ascione made a motion to adjourn the meeting, with support from Al Dimon. The meeting was adjourned at 11:09 am.

Respectfully Submitted,
Tino Breithaupt

RESOLUTION OF RECOGNITION IN MEMORIAM OF FRANK PFLUM

WHEREAS, Frank Pflum was a member of the Board of Directors of The Economic Development Corporation of the County of Kalkaska (EDC) for over twenty-five years; and

WHEREAS, Frank Pflum was a valued member of said Board of Directors, whose opinion was respected thereby; and

WHEREAS, Frank Pflum guided the growth and progress of the EDC from virtually its inception; and

WHEREAS, Frank Pflum regrettably passed away on April 21, 2011.

NOW THEREFORE, BE IT RESOLVED, that the EDC commends *in memoriam* Frank Pflum's twenty-five plus years of service on its behalf. His distinguished public service and selfless dedication to its cause serves as a model of civic participation for which the EDC is deeply indebted. Throughout his years of service on the EDC's Board of Directors, his comments, advice and active involvement in its mission proved reliable and chartered the EDC's steady course of growth and progress.

BE IT FURTHER RESOLVED, that Frank Pflum's commitment and experience will not be easily replaced; the EDC is confident, however, that its foundation, strengthened by his years of service, will reliably support the EDC's future growth and ensure its continued success.

BE IT FURTHER RESOLVED, that the EDC expresses its sincerest condolences to Frank Pflum's wife, Rose, and his family, friends and colleagues.

THIS RESOLUTION IS ADOPTED THIS 3RD DAY OF MAY 2011 BY THE ECONOMIC DEVELOPMENT CORPORATION OF THE COUNTY OF KALKASKA.

Allen Dimon, Secretary

Jim Jesse, Chair