

**I-69 INTERNATIONAL TRADE CORRIDOR, NEXT MICHIGAN DEVELOPMENT CORPORATION**

**Regular Meeting**

**August 9, 2022 - 9:00 a.m.**

**Bishop International Airport, Flint, MI**

1. **Call to Order** – The meeting was called to order at 9:07 by Chairperson Dale Kerbyson

2. **Roll Call –**

***Board members present-***

**Genesee County**

Derek Bradshaw, Genesee County Metro Planning Commission

Wendy Jean-Buhrer, City of Grand Blanc

Dennis Liimatta, Township of Grand Blanc

Tracey Tucker, Flint Township

Tyler Rossmassler, Genesee County

Chad Young, Mundy Township

**Lapeer County**

Quentin Bishop, Lapeer County

Dale Kerbyson, City of Lapeer – Board Chair

Kelly Martin, Village of North Branch

Sam Moore, Lapeer Development Corporation

**Shiawassee County**

Nathan Henne, City of Owosso

Cameron Horvath, City of Durand

Justin Horvath, Shiawassee Economic Development Partnership

Troy Parmalee, Perry Township

Robert Peterson, Village of Morrice

John Plowman, City of Perry

Joe Sawyer, City of Corunna

**St. Clair County**

Jorja Baldwin, St. Clair County

Mike Booth, City of Marysville

Dan Casey, St. Clair County Economic Development Alliance

David Haynes, City of Port Huron

***Administrative Staff present-***

Brent Jones, Shiawassee Economic Development Partnership

Jody Roethle, Shiawassee Economic Development Partnership

Sally Warren, Shiawassee Economic Development Partnership





3. **Guest Speaker –**

a. Sandra Dearden – Highroad Update

There has been a great response from Highroad's work. Sandra provided a summary (attached to these minutes) of the projects she has identified and begun work on.

4. **Approval of Agenda –**

M/M Booth, S/K Martin to approve the August 9, 2022 agenda as presented. No discussion, motion carried.

5. **Meeting Minutes –**

M/D Bradshaw, S/N Henne to approve minutes of the of April 12, 2022 NMDC meeting. No discussion, motion carried.

6. **Treasurers Report –**

**Financials –**

T Tucker reported on April, May, June and July.

**April**

Beginning Balance - \$124,130.74  
Deposits - \$10,01.01  
Checks Paid - \$21,500.00  
Service Charges - \$8.00  
Ending Balance - \$112,623.48

**May**

Beginning Balance – \$112,623.48  
Deposits – \$0.91  
Checks Paid – \$11,857.63  
Service Charges – \$8.00  
Ending Balance – \$100,758.76

**June**

Beginning Balance – \$100,758.76  
Deposits – \$10,200.85  
Checks Paid – \$12,775.22  
Service Charges – \$8.00  
Ending Balance – \$98,176.39

**July**

Beginning Balance – \$98,176.39  
Deposits – \$0.84  
Other Debits – \$200.00  
Service Charges – \$5.00  
Ending Balance – \$97,972.23

Dues from Genesee and Shiawassee Counties are still outstanding. M/T Parmalee, S/J Plowman to approve financials as presented. All ayes, motion carried.

7. **Public Comment – None**

8. **Action Items –**

- a. **Approval of 2022 Budget –** Budget doesn't reflect the amount already paid to Highroad and the airport. Amendments to the budget may be required based on the approval of other action items. M/J Sawyer, S/ K Martin to approve the budget as presented.

**Roll Call Vote.**

Yays: J Baldwin, Q Bishop, M Booth, D Bradshaw, D Casey, D Haynes, N Henne, C Horvath, W Jean-Buhrer, D Kerbyson, D Liimatta, K Martin, T Parmalee, R Peterson, J Plowman, J Sawyer, T Tucker, C Young

Nays: None

Motion carried.



- b. **Approval of Accounting Policy** – There was not previously an accounting policy in place. One was created by SEDP and reviewed with attorney, Kevin Kilby. A copy was provided to all board members. M/T Parmalee, S/T Tucker to approve the accounting policy with a minor change on page 5 indicating that all quotes must be written. All ayes, motion carried.
- c. **Approval of Vendor Payments** – Board members were provided a list of all 2022 vendor payments past and current. See below.

VENDOR	DATE	CK #	MEMO	AMOUNT	TOTAL PAID 2022
<b>Clear Channel Airports</b>					
	03/16/2022	1511		2,600.00	
	05/04/2022	1555		1,211.72	
	06/14/2022	1558	Airport Display FNT-1A-TFB-3	520.00	
	08/09/2022	1558	Airport Display FNT-1A-TFB-4 inv# 790482144 & 790482153	1,040.00	5,371.72
<b>HIGHROAD Consulting Ltd.</b>					
	03/16/2022	1510	Mobilization Fee, Multi Modal Market Assessment	11,020.00	
	05/04/2022	1553	March 2022 Retainer Fee & Expenses	11,777.46	
	06/14/2022	1557	May 2022 Retainer Fee & Expenses	11,043.50	
	08/09/2022	1559	June & July 2022 Retainer Fee & Expenses	22,847.66	56,688.62
<b>Huntington Bank</b>					
	01/18/2022	eft	Bank Service Charges	8.00	
	02/15/2022	eft	Bank Service Charges	8.00	
	03/15/2022	eft	Bank Service Charges	8.00	
	04/15/2022	eft	Bank Service Charges	8.00	
	05/16/2022	eft	Bank Service Charges	8.00	
	06/15/2022	eft	Bank Service Charges	8.00	48.00
<b>Lapeer Development Corp</b>					
	04/19/2022	1550	NMDC Administration Fees	10,000.00	10,000.00
<b>SEDP.</b>					
	04/19/2022	1551	NMDC Administration Fees	9,500.00	
	07/08/2022	1558	Corrected Bank Error on 6/27/22 from mobile deposit in wrong account.	200.00	9,700.00
<b>Shattuck Specialty Advertising</b>					
	05/04/2022	1554	Check stock & printing	80.17	80.17
<b>Wordgirl Marketing</b>					
	04/19/2022	1552	Website redesign and Setup Google Business	2,000.00	2,000.00
<b>Lyman Sheets Insurance Agency</b>					
	08/22/2022		Profession Governmental Underwriters, LLC D&O Policy	1,950.00	1,950.00

M/T Parmalee, S/T Tucker to approve vendor listing as presented with the exception of Lymann Sheets. Propose not to exceed \$2,720 as budgeted.

Roll Call Vote.

Yays: J Baldwin, Q Bishop, M Booth, D Bradshaw, D Casey, D Haynes, N Henne, C Horvath, W Jean-Buhrer, D Kerbyson, D Liimatta, K Martin, T Parmalee, R Peterson, J Plowman, J Sawyer, T Tucker, C Young

Nays: None

Motion carried.

- d. **Approval to Order Copies of Missing 2021 Checks for Audit** – Auditors have requested 2021 checks for the audit. Not all checks are available to download from the Huntington website. SEDP staff will have to request copies. They could cost \$20 each. If costs are incurred, NMDC will have to pay the fee. M/J Plowman, S/D Bradshaw to approve paying for copies of missing 2021 checks. All ayes. Motion carried.





- e. **Approval of Insurance Policy Renewal** – M/N Henne, S/R Peterson to approve the renewal of the 2022-2023 insurance policy. All ayes. Motion carried.
- f. **Approval of Additional Admin Fees** – J Horvath described difficulties encountered by SEDP staff after taking over the administration of the NMDC/LDFA. A memo was presented to the board sharing detail about the issues to date and a request for an additional one-time payment of \$15,000 to cover the additional time required beyond the original scope of work indicated in the contract. M/N Henne, S/C Horvath, to approve the supplementary one-time payment of \$15,000 to Shiawassee Economic Development Partnership.

Roll Call Vote.

Yays: J Baldwin, Q Bishop, M Booth, D Bradshaw, D Casey, D Haynes, N Henne, C Horvath, W Jean-Buhrer, D Kerbyson, D Liimatta, K Martin, T Parmalee, R Peterson, J Plowman, J Sawyer, C Young

Nays: T Tucker

Motion carried.

- g. **Conflict of Interest Forms**- SEDP staff provided conflict of interest forms and a copy of the Conflict of Interest Policy to all board members who attended the meeting in person. SEDP staff will email forms to those who were not present and ask for them to be returned as well.
- h. **Approval of St. Clair LDFA Resolution** – D Casey requested the approval of a resolution to establish a new LDFA with the City of St. Clair which is located in the Authority District of St. Clair County. There are already two potential projects that could benefit from the creation of this new LDFA. M/T Tucker, S/M Booth to approve the resolution as presented. All ayes, motion carried.

9. **Discussion Items –**

- a. **2020 and 2021 Audit Update** – SEDP staff is working with Mattina, Kent & Gibbons, PC to provide all requested information. 2021 financials will be provided once created.
- b. **Potential Extension of Highroad Contract** – Highroad has completed their original five-month contract. They are proposing an extension of 7 months. The rate has been modified since packets were sent. It will remain the same as it was in the original contract. M/T Parmalee, S/N Henne to extend the Highroad contract through October 10, 2022 at a rate of \$11,020/month.

Roll Call Vote.

Yays: J Baldwin, Q Bishop, M Booth, D Bradshaw, D Casey, D Haynes, N Henne, C Horvath, W Jean-Buhrer, D Kerbyson, K Martin, T Parmalee, R Peterson, J Plowman, J Sawyer, T Tucker

Nays: D Liimatta, C Young

Motion carried.

- c. **Budget Amendment –**

Marketing - \$5,372

Program Support - \$25,000

Contract Services - Highroad - \$90,688.62

M/T Tucker, S/N Henne to amend the budget to reflect the changes above.



- d. **LDFA Back Charges for Admin/Auditing Expenses** – St. Clair will be charged for admin services related to LDFA.

10. **Economic Development Partner Updates –**

**J Horvath** – Working on administering the Tri-Share Childcare Program. Working on Housing. Continuing efforts on industrial sites.

**T Rossmassler** – Large pipeline of projects and potential projects. Getting sites and buildings ready. Genesee County has no large buildings available for investment. Talent shortages. Region is working on 3D housing project. The keep making progress. Bringing in Habitat for Humanity for help creating affordable homes in the community.

**Sam Moore** – Housing is a huge issue. RLF for small/medium businesses. More inquiries in 2 weeks than last 6 month combined.

**D Casey** – Working on administering Tri-Share Childcare Program. Really good year in investment and job creation. D Haynes provided some updates. Going through beginning process of bridge expansion. Route changes and traffic flow. Sill preliminary. Looking at funding. Utility and zoning changes. Costs are increasing.

11. **Board Member Comment**

Q Bishop – Public safety millage and senior millage passed.

M Booth – Would like a report of the progress made by SEDP staff and attorney.

J Plowman – Senior millage passed.

12. **There was no other business.**

13. **Meeting adjourned at 11:21.**

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Dale Kerbyson, Chairperson

**Attachments**

Sandra's Summary

SEDP Admin Memo