



Holland SmartZone Local Development Authority
Board of Directors Meeting
Wednesday, September 16 @ 12:00 PM
Holland Charter Township / 353 N. 120th / Board Room

Members:	Joseph Baumann, Peter Beukema, Marcia Bishop, Brian Burch, Vince Bush, Craig Hall, Ann Harten, Paul Hunt, Jill Miller, Mat Nguyen, Jill Miller, Randall Schipper, Tim Vagle
Ex-Officio Members:	Ryan Cotton, Mark Knudsen, Dana Kollewehr, Don Komejan, Scott Spoelhof, Fredrick Molnar
Lakeshore Advantage Staff:	Bruce Adair, Brooke Corbin, Angela Huesman, Jennifer Owens,
Copies To:	City of Holland, Township Clerk, Ottawa County Clerk

Agenda

- | | | |
|----|--|-------------------|
| 1. | Call to Order | Randall Schipper |
| 2. | Public Comments | Randall Schipper |
| 3. | Approval of New Board Member(s) | Randall Schipper |
| 4. | Election of New Vice Chair | Randall Schipper |
| 4. | Approval of Minutes | Acting Vice Chair |
| 5. | Review MEDC SmartZone RFP & Approval Timeline | Jennifer Owens |
| 6. | Revised SmartZone TIF Capture Estimates | Tim Vagle |
| 7. | Future Meeting Time Discussion | Jennifer Owens |
| 8. | Introduction to October Strategic Planning Session | Jennifer Owens |
| 9. | Board & Entrepreneurial Leader Survey | Brooke Corbin |
| 9. | Adjournment | Acting Vice Chair |

Next Meeting – October 21, 2015
Strategic Planning Meeting
Holland City Hall
270 N. River / Council Chambers



**Holland Satellite SmartZone Local
Development Authority (LDFA)
Board of Directors Meeting
Holland Charter Township
353 N 120 Ave, Holland, MI
Minutes of April 15, 2015**

Members Present: Joseph Baumann, Peter Beukema, Brian Burch, Vince Bush, Mayor Kurt Dykstra, Craig Hall, Ann Harten, Mat Nguyen, Randall Schipper

Ex-Officio Members Present: Ryan Cotton, Dana Kollewehr, Don Komejan, Roselyn Zator

Absent: Marcia Bishop, Paul Hunt, Mary Remenschneider, Scott Spoelhof

Lakeshore Advantage Staff: Bruce Adair, Angela Huesman, Jennifer Owens

Others: Sam Ging, Jack Johnson, Kevin McCurren, Justin Tiett

Copies to: City of Holland Clerk, Holland Township Clerk, Ottawa County Clerk

1. Call to Order

A quorum being present the meeting was called to order at 12:05 pm,

2. Public Comment

Chairperson Hall asked if there were any public comments at this time. There being none, he moved to the first order of business.

3. Approval of Minutes

Motion made by Joe Baumann to approve minutes from LDFA Board meeting held 3/18/15. Support by Randy Schipper. Unanimously approved

6. GR Current/eMerge Presentation

Kevin McCurren presented information GR Current and how eMerge West Michigan will broaden the landscape of entrepreneur support for the region.

7. Entrepreneurial Panel Discussion

Brian Burch moderated a panel discussion with 3 local entrepreneurs: Jack Johnson, Justin Tiett, and Mat Nguyen. Panelists were asked three questions each as well as took questions from board members.

Motion to cancel meeting until legislation is through committee was given by Ann Harten, supported by Joe Baumann. Unanimously approved.

Motion to adjourn the meeting at 1:27 PM was given by Peter Beukema, supported by Ann Harten. Unanimously approved.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Randall Schipper". The signature is fluid and cursive, with a large initial "R" and "S".

Randall Schipper
LDFA Secretary

Minutes submitted by Angela Huesman 4/17/15 v1
HSZ LDFA Board Minutes 4-15-2015

2



Satellite SmartZone Designation Application

Michigan SmartZones, allowed under Act 281 of Michigan of 1986 as amended, provide distinct geographical locations where technology-based firms, entrepreneurs and researchers locate in close proximity to all of the community assets that assist in their endeavors. A recent 2015 amendment of Act 281 allows for an additional 9 satellite SmartZones. The Michigan Economic Development Corporation (MEDC) may approve a maximum of 3 applications during the initial application period ending on October 1, 2015. Any remaining applications may be approved by the MEDC during the final application period beginning on January 1, 2016 and ending on July 1, 2016 provided the total number of approved satellite SmartZones for both application periods does not exceed 9.

The Satellite SmartZone Designation and Ratification process will begin with MEDC consideration of the SmartZone designation request. The MEDC will then enter into a formal agreement designating the satellite SmartZone contingent upon MEDC leadership support. The Tax Increment Financing (TIF) Plans for both the Host and Satellite will then be considered by the MEDC. Finally, documentation will be submitted to Treasury for ratification contingent upon MEDC leadership support.

1. Satellite SmartZone Information

SmartZone Applicant	<input type="text"/>
Parcel Number(s)	<input type="text"/>
Anticipated State Tax Increment Revenue (TIR) Capture	<input type="text"/>
Anticipated Length of State TIR Capture	<input type="text"/>
Anticipated number of High-Tech Jobs Created	<input type="text"/>

Primary Contact Information

Primary Contact	<input type="text"/>		
Organization	<input type="text"/>		
Mailing Address	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>
		Zip	<input type="text"/>
Phone	<input type="text"/>	Email	<input type="text"/>

Brief summary of advantages of the unique characteristics and specialties offered by the public and private resources available within the distinct geographical area.

Satellite SmartZone Application

Brief summary of the benefits to regional cooperation and collaboration

Brief summary of how this satellite designation will add value to the mission of the designated host certified technology park

2. Host SmartZone Information

Host SmartZone

Year Tax Capture Began

Year Agreement Signed

Satellite SmartZone Application

High-Tech Jobs Projected	<input type="text"/>	High-Tech Jobs Created	<input type="text"/>
Anticipated State TIR	<input type="text"/>	State TIR Collected	<input type="text"/>
Initial Taxable Value	<input type="text"/>	Current Taxable Value	<input type="text"/>
Current Reporting Cycle	<input type="text"/>		
Current Reporting Due Date(s)	<input type="text"/>		

Primary Contact Information

Primary Contact	<input type="text"/>		
Organization	<input type="text"/>		
Mailing Address	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>
		Zip	<input type="text"/>
Phone	<input type="text"/>	Email	<input type="text"/>

Please provide the type, amount and status of all financial incentives previously awarded by the Michigan Economic Development Corporation (MEDC)

3. Required Application Attachments

Business Plan (the plan should include the following):

- Business plan establishes a clear strategy for long-term growth and self-sufficiency
- Budget which includes the proposed use of TIF revenues
- A demonstration that the designation of the zone will lead to a cooperative effort with the lead zone, specifically outlining roles and responsibilities
- A demonstration that the designation creates an opportunity to attract high-tech business
- A demonstration of the capacity of the applicant and the institution of higher education's ability to implement the business plan

Satellite SmartZone Application

- A thorough demonstration of the unique characteristics and specialties offered by public and private resources available within the geographic area
- A detailed explanation of the benefits to regional cooperation and collaboration
- A detailed proposal of how the satellite designation adds value to the mission of the host certified technology park
- A demonstration that the designation will lead to a contribute to the technology based economy in Michigan and the region
- Listing of all MEDC financial support awarded to the SmartZone and verification that any additional MEDC funds are in compliance

Host SmartZone Requirements (Please submit in Memo format):

- Past Performance:
 - Compliance with Agreement, including but not limited to, reporting fully and timely
 - Number and type of businesses assisted
 - Number and type of businesses locating or expanding
 - Number and type of jobs created/retained
 - Average wage by type
 - Average wage by type
 - High tech job impact on the region and state
 - Nature and extent of any nontechnology businesses operating within the zone.
 - Number of on-going and completed research projects
 - Number of on-going and completed commercialization projects
 - Amount of investments by Zone and companies assisted by Zone
 - Use and outcomes of any state money and TIF made available to the zone
 - Revenues received
 - Expenses paid by type of funding
 - Fund balances
 - The amount and maturity date for all outstanding obligations
 - The amount paid on outstanding obligations
 - A list of all the parcels included in each TIF district allocation area and the base assessed value and incremental assessed value for each parcel in the list
 - An analysis of the Zone's overall contribution to the technology based economy in Michigan and the region to be provided by the SmartZone
- Plan for future performance
 - Demonstration of Regional cooperation and local support, including but not limited to, Interlocal agreements, local planning strategies highlighting SmartZone focus, etc.

Draft Tax Increment Financing Plan (If available):

Executed Agreement between Host SmartZone and Satellite SmartZone

Satellite SmartZone Applicant Signature

Date

Host SmartZone Applicant Signature

Date

**If you have any questions, please contact
Rob Garza, Community Incentives Specialist
(517) 373-0209**

SmartZone Timeline

	09/16/15	L DFA Board Elects new Vice Chair and swears in new members
	10/01/15	Application and Resolution Due to MEDC
	10/07/15	Board and Entrepreneurial Survey distribution
	10/21/15	L DFA Strategic Planning Meeting
	11/01/15	Response on Approval from MEDC
	11/18/15	L DFA Votes on Business Development and TIF Plan (Pending MEDC approval)
30 days Notice	11/18/15	SmartZone Business Plan and TIF Plan introduced at Holland City Council Regular Meeting
30 days Notice	11/19/15	Holland Twp Board of Trustees Meeting, submit for consideration SmartZone Buiness Development/TIF Plans
	12/02/15	Holland City Council Regular meeting, SmartZone, submit for consideration SmartZone BD/TIF plans
	12/04/15	Submit SmartZone Business Plan and TIF Plan to MEDC - MEDC will review and then forward to state treasurer for approval. Timing from this point forward is set by MEDC and Treasury
	1/16	Set budget for SmartZone
	1/16	Presentaion of SmartZone budget to City and Township

- Holland Township
- City of Holland
- Ottawa County
- Combined
- Holland Public and West Ottawa Schools
- Holland LDFA
- City of Grand Rapids