



Holland SmartZone Local Development Authority
Board of Directors Meeting
Wednesday, May 18 @ 12:00 PM
Holland City Hall/270 S River Ave.

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

Agenda

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| 1. | Call to Order | Craig Hall |
| 2. | Public Comments | Craig Hall |
| 3. | Approval of Minutes | Craig Hall |
| 4. | 2016 Holland SmartZone Budget Approval | Craig Hall |
| 5. | City of Holland MOU Review and Approval | Tim Vagle |
| 6. | Holland Twp. Resolution for pass through Review and Approval | Don Komejan |
| 7. | Program Calendar | Brooke Corbin |
| 8. | Adjournment | Craig Hall |

Next Meeting – July 13, 2016
Holland City Hall/ 270 S River Ave.



**Holland Satellite SmartZone Local Development Authority (LDFA)
Board of Directors Meeting
Holland City Hall
Minutes of April 20th, 2016**

Members Present: Joseph Baumann, Marcia Bishop, Brian Burch, Vince Bush, Craig Hall, Paul Hunt, Jill Miller, Randall Schipper, Tim Vagle

Ex-Officio Members Present: Dana Kollewehr, Don Komejan, Frederick Molnar, Scott Spoelhof

Absent: Peter Beukema, Ann Harten, Mark Knudson, Mat Nyugen

Lakeshore Advantage Staff: Alex Corbin, Angela Huesman, Jennifer Owens, Emily Staley

Guests: Mike Morin, Scot Lindemann

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

Chair Craig 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 Jill Miller to approve minutes from LDFA Board meeting held 1/6/16. Support by Brian Burch. Unanimously approved

4. Start Garden Presentation

Presentation by Mike Morin was given regarding the role of Start Garden as the incubator for the Grand Rapids SmartZone.

5. Review Roles & Responsibilities documents

Angela Huesman gave a presentation of roles and responsibilities document and flow chart explaining role of City of Holland acting as LDFA fiduciary.

6. Review and Approval of Contract for Services Document

Angela Huesman gave an overview of the contract for services between Lakeshore Advantage and the Holland LDFA. Contract outlines that Lakeshore Advantage agrees to supply a minimum of \$140,000 of in-kind services to support the operations and programming of the SmartZone.

Motion made by Marcia Bishop to approve Contract for Services between Lakeshore Advantage and the Holland LDFA. Support by Randy Schipper. Unanimously approved.

7. Review SmartZone Budget

Angela Huesman presented the information for the budget for the SmartZone and gave an overview of the timeline for approvals.
Paul Hunt recommended titling the budget as LDFA SmartZone budget to clarify the document.

8. Update on State TIF Approval Timeline

Jennifer Owens asked ex-officio board member Fred Molnar to update on the process of approval of TIF and Development plans. Both sets of plans had been approved by Director Arwood and moved on to Treasury. TIF policy and further information were to be rolled out the end of the week.

9. Adjournment

Motion to adjourn the meeting at 1:05 pm was made by Randy Schipper. Supported by Vince Bush. Unanimously approved.

Respectfully submitted,


Randall Schipper
LDFA Secretary

Minutes submitted by Brooke Corbin 4/26/16
HSZ LDFA Board Minutes 4/20/16

2016 Holland Satellite SmartZone Budget

| Income | Actual | Budget |
|-----------------------|---------------|------------------|
| TIF Capture | \$ - | \$ 40,000 |
| Total | \$ - | \$ 40,000 |
| Expenses | | |
| Accounting | \$ - | \$ 3,000 |
| Annual Audit | \$ - | \$ 6,350 |
| Contractual Services | \$ - * | \$ - |
| General Liability Ins | \$ - | \$ 1,700 |
| Infrastructure Dev | \$ - | \$ - |
| Legal Services | \$ - | \$ 3,000 |
| Total | \$ - | \$ 14,050 |

* Contractual services are covered by a combination of start up grants and in-kind support from Lakeshore Advantage

In Kind Support

Forecast

MEMORANDUM OF UNDERSTANDING
Between
Holland SmartZone
And
The City of Holland

This Memorandum of Understanding (MOU) is made and entered into by and between the Holland SmartZone Local Development Financing Authority (LDFA) and the by the City of Holland. The entities listed above may collectively be referred to as the parties to this MOU.

I. PURPOSE.

The purpose of this MOU is to outline services to be provided by the City of Holland to the Holland SmartZone.

II. GOVERNING BODY.

The Governing Body will consist of the signatories of the two parties listed below.

The responsibilities of the Governing Body shall include approval of this plan.

III. PROSPECTING.

The services that will be provided are as follows;

1. Fiscal Services to include receipt of funds, accounts payable, accounting, coordinate the independent audit, assistance with budget preparation and investing funds, but excludes payroll.
2. The City will set up a unique account number system utilizing existing financial software and the City bank accounts.
3. Annual reporting to State or other agencies.
4. Coordination and facilitation of insurance coverage.
5. Procurement services as needed consistent with the City of Holland Purchasing Ordinance.
6. Obtain proposal for independent auditing services for approval of LDFA Board.
7. Public Notice/Posting of meetings.

All fees for auditors, insurance, legal or other out of pocket costs will be paid by the LDFA as part of its budget with any additional costs of carrying out fiscal services or other services will be shared between the City of Holland and Holland Charter Township.

IV. TERM.

This agreement shall begin as of May 18, 2016 (or upon approval of the respective municipalities) and shall remain in effect for two years.

V. IDEMNIFICATION.

Each part hereby indemnifies and saves the other Parties harmless from and against any and all liabilities, damages, expenses, causes of action, suits, claims or judgments arising from the act or negligence of said first Party.

VI. MODIFICATION.

Modifications within the scope of this MOU shall be made by mutual consent of the parties, by the issuance of written modification, signed and dated by all parties, prior to any changes being performed.

In witness whereof, the parties hereto have executed this MOU as of the last date written below.

By:
Craig Hall
Chairman, Holland LDFA Board

By:
Nancy DeBoer
Mayor, City of Holland

By:
Terry Nienhuis
Supervisor, Holland Charter Twp.

**Holland Charter Township Brownfield Redevelopment Authority
Pass Through of SmartZoneSM Authority Tax Increment Revenue to BRA**

WHEREAS, the Holland Local Development Finance Authority (“LDFA”) adopted a Tax Increment Financing Plan and Development Plan (“TIF Plan”) for a SmartZone that was approved by the LDFA in October 2015 and was subsequently approved by the State of Michigan on April 22, 2016; and

WHEREAS, the Holland Charter Township Board of Trustees (“Township Board”) has requested that the LDFA allow a pass through to the Township of the tax increment revenue that would otherwise be captured by the LDFA with respect to the property located at 470 and 471 Howard Avenue in Holland, Michigan, as legally described in the attached Exhibit A (“Property”); and

WHEREAS, the Property is included in the Holland SmartZone boundary; and

WHEREAS, the Township Board approved a Brownfield Plan for the Property on May 5, 2016, relating to a private development project at the Property; and

WHEREAS, the Township Board requests that the Holland LDFA pass through its Tax Increment Revenue with respect to the Property pursuant to Section 3.1(b) and (c).

NOW THEREFORE,

Consistent with Section 3.1(b) and (c) of the TIF Plan, the Township Board has requested and the LDFA has agreed to the pass through of its tax increment revenue for the Property to the Township BRA.

Holland Charter Township
Board of Trustees

Date: _____, 2016

By: _____

Its: Supervisor

Holland Local Development Finance Authority

Date: _____, 2016

By: _____

Its: Chairman

Exhibit A

Legal Description

470 Howard Property

Parcel 2:

Lot 36 of HYMA'S SUPERVISOR'S RESUBDIVISION according to the plat thereof recorded in Liber 9 of Plats, Page 34 of Ottawa County Records and part of the Northwest 1/4 of Section 30, Town 5 North, Range 15 West, Holland Township, Ottawa County, Michigan. Together with the land lying Easterly of the above described parcel and Lake Macatawa and the Southerly extensions of the Easterly and Westerly line of the above parcel. Containing 2.3 acres, more or less. Subject to easements, restrictions, and rights of way of record.

Parcel 3:

Lots 37, 38, 39, 40, 41 and part of Lot 42 of HYMA'S SUPERVISOR'S RESUBDIVISION as recorded in Liber 9 of Plats, Page 34, Ottawa County Records being a part of the Northwest 1/4 of Section 30, Town 5 North, Range 15 West, Holland Township, Ottawa County, Michigan, described as: Commencing at the North 1/4 corner of said section; thence N90°00'00" West 33.00 feet along the North line of said section; thence S00°00'03" West 495.24 feet; thence S64°22'14" West 249.16 feet to the Point of Beginning; thence S27°32'46" East 283.60 feet to a point on the East line of said Lot 42 which is 179.90 feet from the Southwest corner of said Lot 43 of said resubdivision; thence S26°28'47" East 52.59 feet; thence S44°40'40" West 34.27 feet; thence S43°23'23" West 10.29 feet; thence S11°29'00" West 12.50; thence S11°15'11" West 168.12 feet; thence S11°48'48" West 56.28 feet to the Southwest corner of said Lot 37; thence N59°07'04" West 469.40 feet along the Southerly line of said Lot 37 to the Northwest corner of said Lot 37; thence N43°21'23" East 299.33 feet along the North line of said Lots 37, 38, 39, 40 and 41; thence Northeasterly 159.64 feet along a 776.40 foot radius curve to the right, said curve having a central angle of 11°46'52", and a chords that bears N49°14'48"E 159.36 feet along the Northwesterly line of said lots 41 and 42 to the Point of Beginning. Together with the land lying Easterly of the above described parcel and Lake Macatawa and the Southerly extensions of the Easterly and Westerly line of the above parcel. Containing 3.3 acres, more or less. Subject to easements, restrictions, and rights of way of record.

471 Howard Property

Parcel 1:

Lots 11 & 15 and part of Lots 6, 12, 13, and 14 of HYMA'S SUPERVISOR'S RESUBDIVISION according to the plat thereof recorded in Liber 9 of Plats, Page 34 of Ottawa

County Records, in part of the Northwest 1/4 of Section 30, Town 5 North, Range 15 West, Holland Township, Ottawa County, Michigan, described as: Commencing at the North 1/4 corner of said Section 30: thence N90°00'00"W 424.80 feet along the North line of said Section 30; thence S00°00'03"W 33.00 feet to the Point of Beginning; thence Southwesterly 245.91 feet along a 359.26 foot radius curve to the left, said curve having a central angle of 39°13'08", and a chord that bears S29°35'04"W 241.14 feet; thence S00°41'05"W 51.50 feet; thence S09°19'40"W 92.73 feet; thence Southwesterly 60.07 feet along a 359.26 foot radius curve to the right, said curve having a central angle of 09°34'48", and a chord that bears S14°06'37"W 60.00 feet; thence S00°13'00"E 61.93 feet; thence S46°55'30"E 214.42 feet to the most Easterly corner of said Lot 11; thence Southwesterly 13.13 feet along a 842.40 foot radius curve to the left, said curve having a central angle of 00°53'35", and a chord that bears S43°48'10"W 13.13 feet along the Southeasterly line of said Lot 11; thence S43°21'23"W 494.01 feet along the Southeasterly line of Lots 11, 13, 14 and 15, to the most Southerly corner of Lot 15; thence N59°30'47"W 840.93 feet along the Southerly line of Lots 14 and 15; thence S90°00'00"E 379.30 feet; thence N30°29'13"E 114.47 feet; thence N00°00'00"E 462.65 feet thence S90°00'00"E 628.00 feet along the Northerly line of Lots 6 and 12 to the Point of Beginning. Containing 12.22 acres. Subject to easements, restrictions, and reservations of record.

Remainder:

Part of Lots 12, 13, and 14 of HYMA'S SUPERVISOR'S RESUBDIVISION according to the plat thereof recorded in Liber 9 of Plats, Page 34 of Ottawa County Records, in part of the Northwest 1/4 of Section 30, Town 5 North, Range 15 West, Holland Township, Ottawa County, Michigan, described as: Commencing at the North 1/4 corner of said Section 30; thence N90°00'00"W 424.80 feet along the North line of said Section 30; thence S00°00'03"W 33.00 feet, thence N90°00'00"W 628.00 feet along the North line of Lots 6 and 12 to the Point of Beginning; thence S00°00'00"W 462.65 feet; thence S30°29'13"W 114.47 feet; thence N90°00'00"W 379.30 feet; thence N59°30'47"W 1106.34 feet along the Southerly line of said Lot 14 to the Northwest corner of said Lot 14; thence S90°00'00"E 1390.76 feet to the Point of Beginning. Containing 11.71 acres. Subject to easements, restrictions, and reservations of record.