



**Holland SmartZone Local Development Authority**  
Board of Directors Meeting  
**Wednesday, June 27 @ 12:00 PM**  
Training Room, Holland City Hall 270 S River Ave. Holland

Members:	Peter Beukema, Marcia Bishop, Brian Burch, Vince Bush, Frank Garcia, Craig Hall, Ann Harten, Paul Hunt, Jill Miller, Mat Nguyen, Randall Schipper, Tim Vagle
Ex-Officio Members:	Steve Bulthuis, Fred Molnar, Paul Sachs, Scott Spoelhof, Keith VanBeek
Lakeshore Advantage Staff:	Brooke Corbin, Angela Huesman, Jennifer Owens,
Copies To:	Holland Charter Township, Township Clerk, Ottawa County Clerk

### Agenda

- |     |  |                |
|-----|--|----------------|
| 1.  | Call to Order                            | Craig Hall     |
| 2.  | Public Comments                          | Craig Hall     |
| 3.  | Approval of Minutes                      | Craig Hall     |
| 4.  | Next Gen Startup Scholarship Recap       | Matt Gira      |
| 5.  | Executive Director's Report              | Brooke Corbin  |
| 6.  | Contracts for Services Review & Approval | Jennifer Owens |
| 7.  | Financial Update                         | Tim Vagle      |
| 8.  | Project in Pipelines Discussion          | Brooke Corbin  |
| 9.  | 2018-2019 Budget Review & Approval       | Brooke Corbin  |
| 10. | Adjournment                              | Craig Hall     |

**Next Meeting: Wednesday, September 26 @ 12:00 PM**  
**Holland City Hall/ 270 S River Ave.**



**Holland Satellite SmartZone Local Development Authority (LDFA)  
Board of Directors Meeting  
Holland City Hall  
Minutes of December 13, 2017**

Members Present: Marcia Bishop, Vince Bush, Frank Garcia, Craig Hall, Ann Harten, Jill Miller, Randall Schipper, Tim Vagle

Ex-Officio Members Present: Don Komejan, Paul Sachs

Absent: Peter Buekema, Brian Burch, Paul Hunt, Mat Nguyen, Fred Molnar, Scott Spoelhof

Lakeshore Advantage Staff: Kelsey Sivertson, Angela Huesman, Jennifer Owens

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**

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 September 13, 2017. Support by Ann Harten. Unanimously approved**

**4. Report Financial Update**

**Tim Vagle updated the board on the reasoning behind his thought to purchase liability insurance for the Smart Zone Board. Tim also shared a Financial Update to the board. Motion made by Marcia Bishop to purchase liability insurance for the LDFA Board. Support by Randall Schipper. Unanimously approved**

**5. Executive Director's Report**

Angela Huesman shared with the Board the metrics template for the Executive Report going forward as well as up to date metrics including dollars leveraged through state and SmartZone programs, number of attendees at SmartZone events and number of entrepreneurs supported. Angela also shared about the Entrepreneurial Support

Network Year 1 Wrap Up. Angela then discussed the Entrepreneurial Support Network Project, specifically the invoice process.

**6. Discussion: Lakeshore Advantage Contract for Services**

The contract between Lakeshore Advantage and the Holland SmartZone has a term ending of March 30, 2018. To ensure alignment with the City Fiscal Calendar, the Board agreed that the term should be extended to June 30, 2018. With a renewal contract discussion, to be added as an agenda item for an upcoming board meeting. **Motion made by Randall Schipper to extend the contract between Lakeshore Advantage and the Holland Smart Zone through June. Supported by Ann Harten. Unanimously approved**

**7. Discussion: LDFA Meeting Schedule for 2018**

Angela presented to the board the potential board meeting dates for 2018 **Motion made by Tim Vagle to set the proposed dates as the meeting dates for 2018. Support by Jill Miller. Unanimously approved**

**8. Adjournment**

**Craig Hall ended the meeting at 1:11pm.**

Respectfully submitted,



Randall Schipper  
LDFA Secretary

Minutes submitted by Kelsey Sivertson 12/19/17  
HSZ LDFA Board Minutes 12/13/17



**Holland SmartZone Local Development Authority**  
Board of Directors Meeting  
**Wednesday, March 28 @ 12:00 PM**  
Training Room, Holland City Hall 270 S River Ave. Holland

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

### Agenda

- |     |  |                 |
|-----|--|-----------------|
| 1.  | Call to Order                          | Brian Burch     |
| 2.  | Public Comments                        | Brian Burch     |
| 3.  | Approval of Minutes                    | Brian Burch     |
| 4.  | Ottawa Housing Next Presentation       | Ryan Kilpatrick |
| 5.  | Executive Director's Report            | Brooke Corbin   |
| 6.  | Contract for Services Amendment Review | Brooke Corbin   |
| 7.  | Financial Update                       | Tim Vagle       |
| 8.  | Project Discussion                     | Brooke Corbin   |
|     | a. Infrastructure Update               |                 |
|     | b. ESN Projects in Pipeline            |                 |
|     | c. Opportunity Zone Update             |                 |
| 10. | Adjournment                            | Brian Burch     |

**Next Meeting: Wednesday, June 27 @ 12:00 PM**  
**Holland City Hall/ 270 S River Ave.**

# HOLLAND SMARTZONE METRICS

QUARTER 1 • 2018

## PROGRAMMING

### Entrepreneurial Support Network

Matching projects with in-kind services to support budding businesses.

Projects in the Pipeline



Highlights this Quarter

- Infinite Key
- Volta
- Jolt

Mentorship component launched



Holland SmartZone assists startups in applying for business acceleration resources to help them

Funds Awarded



Companies Impacted



## EVENTS

	EO Event (partner with Start Garden)	TBD	TBD	SURGE Celebration	Overall Total
Attendees	50				50
Positive Media					

## INTERACTIONS

Primary Employer Entrepreneurs Navigated



12 / 25

S3: Stories, Struggles & Successes



40 average attendees



LAKESHORE ADVANTAGE

**HOLLAND SMARTZONE and LAKESHORE ADVANTAGE  
CONTRACT FOR SERVICES AMENDMENT**

The HOLLAND SMARTZONE and LAKESHORE ADVANTAGE CONTRACT FOR SERVICES was made as of April 1, 2016 (for a term of 2 years, commencing March 31, 2018) by and between the HOLLAND SMARTZONE<sup>SM</sup> LOCAL DEVELOPMENT FINANCING AUTHORITY (LDFA) and LAKESHORE ADVANTAGE.

The term of this Amendment shall be from April 1, 2018- June 30, 2018.

Lakeshore Advantage shall provide an updated Contract for Services at the June LDFA Meeting to be held on Wednesday, June 27<sup>th</sup>, 2018 for review and approval by the Board.

The budget for the services for this amendment shall not exceed the amount of \$17,500 of in-kind support donated to the SmartZone by Lakeshore Advantage.

The Authority and Lakeshore Advantage have caused these presents to be signed by their respective duly authorized representatives as of the day and year first written above.

**HOLLAND SMARTZONE<sup>SM</sup>  
LOCAL DEVELOPMENT AUTHORITY**

By: \_\_\_\_\_  
Craig Hall, Chairperson

**LAKESHORE ADVANTAGE**

By: \_\_\_\_\_  
Jennifer Owens, President





# Budget Performance Report

Fiscal Year to Date 02/28/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund <b>Y01 - Smartzone Fund</b>										
REVENUE										
Department <b>000 - General Revenues</b>										
<b>450582</b>	<b>Contributions from Other Govts</b>									
450582.C	Contributions from Other Govts From City of Holland	.00	75,185.00	75,185.00	1,509.37	.00	72,844.61	2,340.39	97	16,204.16
450582.H	Contributions from Other Govts Holland Township	.00	9,770.00	9,770.00	416.46	.00	8,625.99	1,144.01	88	2,781.98
	<b>450582 - Contributions from Other Govts Totals</b>	<b>\$0.00</b>	<b>\$84,955.00</b>	<b>\$84,955.00</b>	<b>\$1,925.83</b>	<b>\$0.00</b>	<b>\$81,470.60</b>	<b>\$3,484.40</b>	<b>96%</b>	<b>\$18,986.14</b>
<b>480665</b>	<b>Investment Income</b>									
480665.0	Investment Income General	.00	800.00	800.00	.00	.00	509.07	290.93	64	154.71
480665.X	Investment Income Market Adjustment	.00	.00	.00	.00	.00	.00	.00	+++	(74.95)
	<b>480665 - Investment Income Totals</b>	<b>\$0.00</b>	<b>\$800.00</b>	<b>\$800.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$509.07</b>	<b>\$290.93</b>	<b>64%</b>	<b>\$79.76</b>
	Department <b>000 - General Revenues Totals</b>	<b>\$0.00</b>	<b>\$85,755.00</b>	<b>\$85,755.00</b>	<b>\$1,925.83</b>	<b>\$0.00</b>	<b>\$81,979.67</b>	<b>\$3,775.33</b>	<b>96%</b>	<b>\$19,065.90</b>
	<b>REVENUE TOTALS</b>	<b>\$0.00</b>	<b>\$85,755.00</b>	<b>\$85,755.00</b>	<b>\$1,925.83</b>	<b>\$0.00</b>	<b>\$81,979.67</b>	<b>\$3,775.33</b>	<b>96%</b>	<b>\$19,065.90</b>
EXPENSE										
Department <b>240 - Smartzone</b>										
<b>722804</b>	<b>Contractual-Legal</b>									
722804.0	Contractual-Legal General	.00	1,000.00	1,000.00	.00	.00	.00	1,000.00	0	104.00
	<b>722804 - Contractual-Legal Totals</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>0%</b>	<b>\$104.00</b>
<b>722805</b>	<b>Contractual-Finance</b>									
722805.1	Contractual-Finance Independent Audit	.00	750.00	750.00	.00	.00	750.00	.00	100	.00
722805.3	Contractual-Finance Accounting & Budget	.00	3,000.00	3,000.00	.00	.00	.00	3,000.00	0	.00
	<b>722805 - Contractual-Finance Totals</b>	<b>\$0.00</b>	<b>\$3,750.00</b>	<b>\$3,750.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$750.00</b>	<b>\$3,000.00</b>	<b>20%</b>	<b>\$0.00</b>
<b>722807</b>	<b>Contractual-Architect/Engineer</b>									
722807.C	Contractual-Architect/Engineer Infrastructure Development -City	.00	29,205.00	29,205.00	.00	.00	.00	29,205.00	0	.00
722807.H	Contractual-Architect/Engineer Infrastructure Development -HCT	.00	3,795.00	3,795.00	.00	.00	.00	3,795.00	0	.00
	<b>722807 - Contractual-Architect/Engineer Totals</b>	<b>\$0.00</b>	<b>\$33,000.00</b>	<b>\$33,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$33,000.00</b>	<b>0%</b>	<b>\$0.00</b>
<b>722809</b>	<b>Contractual-Misc</b>									
722809.69	Contractual-Misc Entrepreneurial Programming	.00	20,750.00	20,750.00	.00	.00	.00	20,750.00	0	.00
722809.LA	Contractual-Misc Lakeshore Advantage Services	.00	17,000.00	17,000.00	.00	.00	22,817.16	(5,817.16)	134	.00
722809.DDA	Contractual-Misc DDA Services	.00	1,805.00	1,805.00	.00	.00	.00	1,805.00	0	.00
	<b>722809 - Contractual-Misc Totals</b>	<b>\$0.00</b>	<b>\$39,555.00</b>	<b>\$39,555.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$22,817.16</b>	<b>\$16,737.84</b>	<b>58%</b>	<b>\$0.00</b>
<b>723910</b>	<b>Commercial Insurance Premiums</b>									
723910.L	Commercial Insurance Premiums Liability Insurance	.00	1,500.00	1,500.00	.00	.00	1,695.00	(195.00)	113	.00
	<b>723910 - Commercial Insurance Premiums Totals</b>	<b>\$0.00</b>	<b>\$1,500.00</b>	<b>\$1,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,695.00</b>	<b>(\$195.00)</b>	<b>113%</b>	<b>\$0.00</b>
<b>723955</b>	<b>Misc.</b>									
723955.0	Misc. General	.00	3,400.00	3,400.00	.00	.00	3,400.00	.00	100	.00
723955.M	Misc. Misc Marketing Events	.00	10,000.00	10,000.00	.00	.00	.00	10,000.00	0	.00
	<b>723955 - Misc. Totals</b>	<b>\$0.00</b>	<b>\$13,400.00</b>	<b>\$13,400.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,400.00</b>	<b>\$10,000.00</b>	<b>25%</b>	<b>\$0.00</b>
	Department <b>240 - Smartzone Totals</b>	<b>\$0.00</b>	<b>\$92,205.00</b>	<b>\$92,205.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$28,662.16</b>	<b>\$63,542.84</b>	<b>31%</b>	<b>\$104.00</b>
	<b>EXPENSE TOTALS</b>	<b>\$0.00</b>	<b>\$92,205.00</b>	<b>\$92,205.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$28,662.16</b>	<b>\$63,542.84</b>	<b>31%</b>	<b>\$104.00</b>



# Budget Performance Report

Fiscal Year to Date 02/28/18

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund	<b>Y01 - Smartzone Fund</b> Totals									
	REVENUE TOTALS	.00	85,755.00	85,755.00	1,925.83	.00	81,979.67	3,775.33	96%	19,065.90
	EXPENSE TOTALS	.00	92,205.00	92,205.00	.00	.00	28,662.16	63,542.84	31%	104.00
Fund	<b>Y01 - Smartzone Fund</b> Totals	\$0.00	(\$6,450.00)	(\$6,450.00)	\$1,925.83	\$0.00	\$53,317.51	(\$59,767.51)		\$18,961.90
	Grand Totals									
	REVENUE TOTALS	.00	85,755.00	85,755.00	1,925.83	.00	81,979.67	3,775.33	96%	19,065.90
	EXPENSE TOTALS	.00	92,205.00	92,205.00	.00	.00	28,662.16	63,542.84	31%	104.00
	Grand Totals	\$0.00	(\$6,450.00)	(\$6,450.00)	\$1,925.83	\$0.00	\$53,317.51	(\$59,767.51)		\$18,961.90

