**Luce County Economic Development Corporation**

**Board of Directors Meeting**

**EDC Office Conference Room**

**Minutes**

**4:00 p.m.**

**October 2, 2018**

**Present**: Collen Duflo, AJ Downey, Joe Villemure, Michelle Clark, Jonathan Grubb, and John Waltman arriving at 4:16 p.m.

**Absent**: Mike Slaght, Cliff Fossitt, and Brian LeBoeuf.

The meeting was called to order at 4:00 p.m. by chairperson Duflo

**Communication from Public**: None

**Approval of minutes**

The minutes from the regular board meeting held on September 11,2018 were reviewed and approved as presented Motion made by Villemure, seconded by Downey. All Ayes. Motion passed.

**Approval of Financial Report/Bills**

The regular financial report and bills for September 2018 were reviewed and approved as presented. Motion by Villemure seconded by M. Clark. All Ayes motion passed.

**Correspondence –** None

**Old Business-**

1. **EDC project update** – nothing to report

**New Business**

1. **Member Updates -**Chairperson Duflo reported that Northern Initiatives has $20,000/1 full time job creation left from the CDBG to be used by June 2019. The sale on the Falls Hotel Bldg fell through. Dukes Sport Shop and Adventure is now selling hunting License.
2. **2.M-123 TS By-Way Resolution –** They would like to have a resolution letter from us supporting them to rebuild the Tahquamenon River Bridge at the river mouth for multiuse purpose. Motion by M. Clark seconded by Downey to approve the resolution letter. All Ayes – motion passed. Roll Call vote: Ayes: Villemure, Downey, Waltman, Grubb, M. Clark, Duflo. Nayes: None. Absent: Slaght, Fossitt and LeBoeuf.
3. **Employee Handbook Review**- The Personal Committee has recommended the changes as follows: Add *Bereavement* to the handbook; In the event of a death in the employee’s immediate family the employee may take up to 3 days for *bereavement.* The immediate family for this purpose shall be defined but not limited to, current spouse, children, parents, brother, sister, current parent in-laws, grandparents, grandchildren, step parent, step children, step sister, step brother, step grandparents. All foreseeable leave for such purposes shall require specific prior approval of the department head. Also added, under Vacation a chart was inserted in the handbook. Motion to accept the recommendations by M. Clark, 2nd by Waltman. All Ayes. Motion passed.
4. **November Board Meeting-**Our Board meeting is scheduled on the 6th, the EDC office is closed that day for Election Day, Motion by Downey to move the meeting date to November 8th at 4:00p.m. and have a Finance meeting at 3:00 p.m. on the same day, 2nd by Waltman. All Ayes. Motion passed.
5. **Finance Committee Recommendations**-
6. Mbank is ready to close on Marissa Brow’s loan and they need the EDC to sign the subordination of mortgage. The committee recommends that we sign this depending on the wording of the document, we would be 3rd on the Mortgage. Motion to accept the Finance Committee recommendation by Waltman, 2nd by M. Clark. All Ayes Motion passed.
7. Marissa Brow has a loan request of $10,700 to purchase a new furnace and 2 AC units, duct work, etc. The Finance Committee Recommends to approve her loan request as follows; 3 years at 5% at $320.68 per month. Motion to accept the Finance Committee recommendation made by Waltman, 2nd by M. Clark. All Ayes. Motion passed.

**Directors Report**

* Nby Digital Communications paid loan off**.**
* Up Arts and Culture Alliance met here. They are a new group trying to find their way and involve the entire UP.
* PRT will continue however we have a graduation ceremony on 10/18
* Working on the application for Certified Business Park
  + I would like to split them into Park 1 and Park 2
  + Need a sign for park 2, Dale Duffield getting estimate
  + Possible barrier to certification – parking lots being paved in park 2
* Update on our sign. It will be going on a taller frame with one for the health department.
* Banks last day was 9/21/18 hoping for a buyer.
* 4th Quarter admin fees will be on an as needed basis.

**Information**

August 2018 LMI – Handout

Loan portfolio update – Hand out

RLF Balance - Handout

**Communication from public –** None

**Adjournment** – Motion made to adjourn at 4:44 by Waltman Seconded by Villemure. All Ayes motion carried.

Approved by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2018.

Cliff Fossitt, Secretary/Colleen Duflo, Chairperson