**Luce County Economic Development Corporation**

**EDC Office Conference Call**

**Minutes**

**4:00 p.m.**

**October 13, 2020**

**Present**: Joe Villemure, A.J. Downey, John Waltman, Michelle Clark, Brian LeBoeuf, Rose Pann, Hunter Nostrant and Cliff Fossitt

**Absent**: Paul Burton and Tammy Henry

The Board Welcomed Hunter Nostrant to the EDC Board

**Communication from Public**:

Jack Thomas attended the meeting via conference call.

**Approval of minutes**

The minutes from the regular board meeting held via conference call on September 8, 2020 were reviewed and approved as presented. Motion made by Downey, seconded by Waltman. All Ayes. Motion passed.

**Approval of Financial Report/Bills**

The regular financial report and bills for September were reviewed and approved as presented. Motion by Villemure, seconded by Pann. All Ayes. Motion passed.

**Correspondence:** Eric Buckler letter of response. Fred Roat email update.

**Old Business-**

1. **EDC project update** – Discussion about Strategic Plan, Attraction Plan & etc.- The board feels that we need to keep this plan going and start attracting more skills jobs.
2. **EGLE/Pike Lake Grant Update-** See Directors report
3. **MEDC Grant lot-** See Directors report
4. **Reviewing editing & updating by by-laws, and editing employee documents to match by-laws-**Did meet in September to discuss specific matters regarding who should be the governing committee to handle the Executive Directors Evaluation, By-Laws and Employee Handbook did not match.
5. **Industrial Park Update Buckler/Roat-** Fred Roat sent in an email stating that he is moving forward in Spring of 2021, this fall he will be cleaning and putting in a fence with lot 7, Lot 17 he may be selling. In the board packets is a response from Eric Buckler, to the letter that Tammy sent out following the September board meeting and a follow up phone call as well. After discussion, the board feels that we need to give him an extension. Motion by Downey, to have an 8-month extension due to the current state of emergency of our state, and correspondence letter stating the specifics of what the progress that the EDC board would to see, seconded by LeBoeuf. All Ayes. Roll Call, Motion passed.

**Roll Call:**

Villemure-yes

Downey-yes

Waltman-yes

M.Clark-yes

LeBoeuf-yes

Pann-yes

Nostrant-yes

Duflo-yes

Burton-absent

 **New Business**

1. **EDC Board Member Updates-** Downey talked with the new owner of the ZD Metal building, the company coming to the building makes cedar paneling and some other products with cedar. They plan to be up and running by February, employees starting out at $15.00. Plan on 15-20 new jobs. A business from schoolcraft county is looking to expand into a existing building on main street. Interlochen Resort has sold, and the new owners are excited to start and have new ideas.
2. **Resolution Letter-Action Required-**When covid first started we passed a resolution letter having Tammy signing checks for accounts payable, it has since expired on August 31, 2020. The new resolution letter extends Tammy to sign checks for accounts payable starting September 1, 2020 to February 28, 2021. Motion by Pann, seconded by Waltman. All Ayes. Roll Call, Motion passed

**Roll Call:**

Villemure-yes

Downey-yes

Waltman-yes

M.Clark-yes

LeBoeuf-yes

Pann-yes

Nostrant-yes

Duflo-yes

Burton-yes

1. **Employee Handbook Updates-Action Required-** Page 18 in the Employee Handbook, states the change; The Executive Committee will conduct the Executive Director’s evaluation and this will match the By-Laws. Motion by Waltman to make the change to Employee Handbook, seconded by Nostrant. All Ayes. Motion passed.
2. **Upgrade EDC Website-**Annette talked about her research on other EDC websites and what our website should look like. When she sent out packets for this meeting, she asked the board to look at a couple of different websites for references. The website design company La Dolce that we currently use gave Annette a couple of different package options. The first one would be to upgrade our site and they would train Annette for $750.00. The second option would be $1500.00 and La Dolce would mostly be doing the updates. Annette expressed that she would like the $750 upgrade and then she would like to handle the updates. Motion by Downey, to accept the bid for $750.00 to upgrade the EDC’s website, seconded by Waltman. All Ayes Motion passed.

 **Directors Report-**

* 4 of the 7 dental schools I reached out to have responded. Marquette University in Milwaukee called and talked to me about our community and was going to call Dr. Newby, they are excited to share this opportunity with their students. Dr. Newby is very happy for the response and is working to post his practice and job opportunities on their sites.
* Kevin Brow has finished the clearing of lot 9, for the MEDC Site Readiness Grant. Funds from state have arrived and paid in full to Brow. He is also paid in full for our cutting.
* In process of final paperwork for Pike Lake/ EGLE grant closing. Everything is done on my side waiting for the state to finish their reports.
* Spoke with Eric Buckler – He is not interested in selling the lot to us. Called him and sent a letter for follow up. I explained the time line to him and that we needed an update in writing and our questions answered concerning the retention pond and wind turbine. I checked with our attorney about the 7.04 clause of us repurchasing the lot. Attorney stated:

“It seems that the EDC has been very patient and very accommodating to Mr. Buckler.  At this point it is my opinion that the board should move forward with providing notice to Mr. Buckler declaring that we are enforcing our right under Section 7.04 to refund the purchase price, less any taxes due and take possession of the land.  If he does not cooperate with that demand, we can start an action in Circuit Court to have our rights declared.  I’m not aware of any Executive Order that prevents us from exercising that private right.

 Let me know if you want me to draft such a notice or if you have any questions.”

* If no business plan updates submitted by 10/8/2020 I will request the attorney draft a letter to Buckler providing notice that we are enforcing our right under section 7.04 as stated above.
* Fred Roat has sent an update – included in meeting packet
* Moved back into the office on 9/10 and 9/11 took a few days to settle in and get things taken care of
* Updated both the director and admin job descriptions
* Reviewed by-laws, handbook and provided feedback to executive committee about inconsistencies.
* All of the businesses I have helped during Covid are open. Most are busier than they can handle with new restrictions.
* Northern Michigan Wood Products is purchasing the ZD property. They will be closing on October 14th. They are a Cedar mill that is currently in Fountain Michigan and have moved to Newberry.
* 2021 Budget is started should be ready for committee review by the end of October.
* Mass timber summit was virtual this time. Annette watched first one as I was out of the office. I watched the recording of session 1 and watched the last two live. Very good information. Great slides showing the different types of mass timber and how they are built. Hoping they are shared. I took notes but the slides were very descriptive. During closing remarks, they stated that the DNR building in Newberry is still moving forward.

**Information**

Loan portfolio update – Handout-in board packet for review

RLF Balance – Handout-in board packet for review

**Communication from public –** None

**Adjournment** – Motion made to adjourn at 4:50 p.m. by Downey, Seconded by Waltman.

All Ayes motion passed.

Approved by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2020.

Colleen Duflo, Chairperson