**Luce County Economic Development Corporation**

**EDC Regular Board Meeting via Conference Call**

**Minutes**

**4:00 p.m.**

**February 9, 2021**

**Present**: Joe Villemure, A.J. Downey(4:02pm), John Waltman, Hunter Nostrant, Colleen Duflo, Paul Burton, Rose Pann(4:05pm), Brian LeBoeuf(4:07pm)

**Absent**: M.Clark

**Communication from Public**:

**Approval of minutes**

The minutes from the regular board meeting held via conference call on January 12, 2021 were reviewed and approved as presented. Motion made by Waltman, seconded by Burton. All Ayes. Motion passed.

**Approval of Financial Report/Bills**

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

**Correspondence:**

**Old Business-**

1. **2020 EDC project update** –Nothing to report as of right now. Downey did ask if the Village came out with a Strategic Plan about 4-5 years ago, and if so, please send it out to the board. Duflo confirmed that the document was on the Village website and during the meeting and Annette added that document to the drive so the board members could review it for themselves.
2. **Industrial Park Update Buckler/Roat-** Tammy is putting together documents for Fred Roat to purchase lot 13. Tammy has sent Buckler’s follow up letter out by certified mail and in that letter, she also asked for an updated phone number so we can update our file. Matt with is getting prepared so he will be up and running in the next week. Tammy is in the process on contacting the Brent Biehl family trust, in order to sell lot 13.

 **New Business**

1. **EDC Board Member Updates-**Chairperson Duflo shared that Sharon Brown, the owner of the Old Bank downtown has dropped the price of the building. LeBeouf & Burton both shared that they were recently in Zellar’s Restaurant and the owner Cherri gave Tammy a huge thank you for everything that she is doing. It was mentioned that Chad Bodi was looking to purchase the Pickelman Performance building out on M-28, but he is holding off for a while to see where things are headed. Pine Stump has started serving breakfast on selected days. Tammy has been in contact with the owners of Schubach Farms.
2. **2020 Annual Report-**Tammy went over the report with all the activity that happened in 2020, and also highlighted on those. Our community injected $9.2 million dollars, from PPE loan, Cares Act, Grants, and other covid related monies. The annual report is in the board packets.
3. **EDC Grant update-**Tammy has created a document with rubric scoring for the board to look over. After discussion, a sub-committee was formed and they will meet and discuss the scoring, and then bring their recommendations to the entire board for a vote.

 **Directors Report-**

* EDC Grant:
	+ - Worked with Carol Stiffler to finalize application and narrative
		- Carol created a PDF for me to distribute a clean copy
		- Newberry news ran the grant information
		- M-123 announced the grant
		- Flash FM 96.7 announced the grant
		- WNBY announced grant and I was on air on Thursday 1/28
		- We have a total of 12 grant applications.
		- All applications have been entered into the EDC/HNJH Scoring rubric
		- Annette is monitoring traffic, shares and likes on Facebook
		- The Newberry News would like to do a recap after the grant
		- Emailed and called several businesses
		- Worked on the rubric attached to this meeting to be voted on
		- Sent funds request to HNJH for distribution
		- Created a letter for those not receiving grant needs to be approved – Action item
		- We received 12 applications they are scored with base questions. Board review committee needs to decide on the board consideration – Who will be on review committee? I will send possible dates to review once committee is formed. Hunter and John will be part of the review
	+ Ran a report from the department of treasury to see how many nonprofits are registered in Luce County, 61 are registered. Some are national groups or regional some organizations have more than one entry such as 4H (they have a listing for each department)
* Time off:
	+ - As of January 1, 2021, Annette and I each have earned;
			* 4 personal days
			* Accrue one sick day each month
			* We each earn 15 vacation days on the anniversary of our hire date:
				+ Annette’s hire date is 8/20 and
				+ Tammy’s hire date is 1/13
* As of February 9, 2021, no time off has been taken using these times
	+ - * Annette has 2.5 hours of comp. time accrued
			* Tammy has 13 hours accrued after using 3 hours on 1/22. I would like to use an hour for a dentist appointment on 2/23 if that is acceptable – Action item
			* I would like to take a sick day on March 4th – Action item
* Called business owners with updates on grants for both business and employees
* Pure Michigan Grant – first come first serve. Several of our business applied and had to be on hold for hours, some up to 12 hours. No awards were given to our county
* Attended Business Credit and Analysis class online Feb 3,4 & 5. This was the last class needed before I can apply to sit for the certified economic developer exam
* Called restaurant owners and gave updates on reopen guidelines. Also, sent email with links to necessary documents.
	+ Talked with the LEO Director Sean Egan, about new guidelines and where some businesses are falling short
	+ Talked to Sean Egan again about Tahqua-Land theater – seating capacity and issues when gallery is small
* Survival grant: We have 15 applicants. Thank you to John for the help. Final decision was to award 14 of the applicants each awarded $3,562.50, County total $49,875. The one non-awarded is a business that is doing well and profitable at this time
* Sent Buckler another certified letter, no response. The phone number I have for him is no longer valid, I have been unable to locate a good number for him. I did ask in the letter for a good call back number with the update
* Using a free trial of Coper, a tracking system for outreach. It is $300 a year and Salesforce is $400 a year plus set up fee. Awaiting estimate from Salesforce. So far Coper seems easy to use and will compile company information and outreach
* Lot 13 sale update: When the deed was recorded a certificate of trust should have been filed at the same time. I am having to connect with the current power of attorney for the Brent Biehl estate. Power of attorney at time of sale was his Daughter Suzanne. It is now Brenda. I tracked Suzanne down and she let me know Brenda is current POA. Waiting to connect with her and the attorney in Marquette. Does anyone know Brenda by chance?

**Administration Report-**

* Our new website is up now, please check it out if you time [www.lucecoedc.com](http://www.lucecoedc.com), spent several days getting things up to date

 I do have some information to work on still

* Sent out loan notices
* Posted loan payments
* Helped Tammy with documents
* Filled in on a couple of webinars for Tammy
* EDC Grant/Social media
* Facebook traffic on the EDC grant post-as of 2/4/21 people reached 1707, 167 engagements and 12 shares!
* Reviewing documents

 Spent a lot of time reviewing the 2020 Annual report

* Meeting minutes
* Putting everything together for the Board meeting

**Information**

Loan portfolio update – Handout-in board packet for review

RLF Balance – Handout-in board packet for review

Labor Force 2020- Handout-in board packet for review

**Communication from public –**

**Adjournment** – Motion made to adjourn at 5:01 p.m. by Downey, Seconded by Burton.

All Ayes motion passed.

Approved by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2021.

Colleen Duflo, Chairperson/Michelle Clark