**Luce County Economic Development Corporation**

**EDC Regular Board Meeting via Conference Call**

**Minutes**

**4:00 p.m.**

**March 9, 2021**

**Present**: Joe Villemure, A.J. Downey, John Waltman, M.Clark, Brian LeBoeuf

**Absent**: Duflo, Burton (4:14 p.m.), Pann and Nostrant

**Communication from Public**:

**Approval of minutes**

The minutes from the regular board meeting held via conference call on February 9, 2021 were reviewed and approved as presented. Motion made by LeBoeuf, seconded by Villemore. All Ayes. Motion passed.

**Approval of Financial Report/Bills**

The regular financial report and bills for February were reviewed and approved as presented. Motion by M.Clark, seconded by Villemore. All Ayes. Motion passed.

**Correspondence:**

**Old Business-**

1. **2021 EDC project update** –Nothing to report as of right now.
2. **Industrial Park Update Buckler/Roat-** 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 is up and running! 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**- Waltman stated that it is quiet out North. Danny’s Auto Value has been sold out to Corporate of Auto Value.
2. **EDC/HNJH Grant update-**Tammy has hand delivered 9 of the 11 checks, and everyone was very grateful and she used the time to talk to the businesses.
3. **Employee Handbook Update-Action Required-** Director’s position is an exempt employee and does not accrue comp time, Annette’s position does accrue comp time for hour to hour.
4. **Roll Call:**

Villemore-yes

Downey-yes

Waltman-yes

M.Clark-yes

LeBoeuf-yes

Duflo-absent

Pann-absent

Burton-absent

Nostrant-absent

 **Directors Report-**

* Clients/business owners:
	+ Saw an article that Tahquamenon Falls Brewery was struggling; I called Lark. Her frustration lies in the restrictions. We talked about things and her concerns. She thanked me for the call and all the email updates. She is grateful for the help. They are doing ok and will be ok, her words.
	+ Tahqua – Land Theatre: Spoke to Fred several times. The Michigan survival grant came just in time to pay property taxes and he too is grateful for the assistance.
		- He was appreciative of my assistance during the year of difficulty
		- He is thankful for the EDC/HNJH Grant
		- Fred is not sure if they will send him a movie at 50% capacity, he is looking into it
	+ Spoke to all grant awardees about their current state and how things are going. Most doing ok – with restrictions being lifted that should also help
* I have been working with the SBDC on a few projects. Moose du Nord plan updates and Fred Roat plan updates as well.
	+ Moose du Nord: is looking to refinance and consolidate our loans and their land contract
	+ Fred Roat: bought more equipment and needs to update plan. He has reached out to potential customers and getting updated commitment letters. He asked contractor for updated bid on the building. He plans to break ground as soon as frost laws are lifted
	+ SBDC has several active clients and I will be looped in to all future meetings, possible loan clients as well
* Spoke to Northern Hardwoods: They are very busy and having supply chain issues. They are working on a solution. They are not ready to use rail at this time
* Possible movement on Falls Hotel
* Spoke to Gina Harmon – several web designers have closed, so they are busier than ever. On the brink of needing more employees
* Trying to coordinate time with Northland Harvesting and state representatives for a meeting
* Spoke to Chad Bodi he is waiting to see what happens with the economy before moving forward with his new project. He is extremely busy
* Sent updates on new PPP loans, SBA loans
* Updated businesses with the new restrictions and what was changed
* Sent Buckler another letter. Stating since we have not received any updates and we were requesting monthly updates. It is stated that we will utilize covenants if no progress made by deadline, which is June 13
* Pine Stump: Trying to help navigate after positive Covid test for an employee

Other happenings:

* GIS bid: EUPRP put a bid together for an interactive map for the EDC website
* I have decided to use Copper for tracking interactions with clients/business owners, visits, calls emails etc.
	+ Still learning how to use it
	+ Still need to learn how to run reports
* Worked on the loan tab of the website
	+ Pushed Facebook message about our RLF
	+ Talked to several businesses about our loan and none are interested at this time
* Called all grant awardees and the one not qualified.
	+ Hand delivered most checks on 3/1/21
	+ Businesses very thankful for the help
	+ Working with the not qualified applicant for other assistance to help with expenses
	+ Press release will go out on Wednesday in the paper and HNJH social media outlets
* Loan documents have been reviewed by attorney small changes coming
* Biehl trust: Called and emailed again several times. I am tracking all interactions and work done on this project. Brenda finally called me and I had to call her back. She had left me a message while I was on the phone then I left her a message with what was needed.

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|  |  | Time off tracking as of March 9th, |  |  |
|  |  |  |  |  |  |  |  |  |
|   | PTO | Sick Time | Vacation Time | Comp Time  |
|   | Earned | Left | Earned | Left | Earned  | Left | Earned | Left |
| Tammy | 4 | 4 | 3 | 3 | 15 | 15 | 13 | 5 |
| Annette | 4 | 4 | 3 | 3 | 15 | 15 | 0 | 0 |

* Director comp time reflects 8 hours used on February 23
* I had mentioned a sick day on March 4th and that it may change – it has been moved to March 15. Annette will be able to reach me if needed and I will be checking my email
* As a reminder, will be off ½ day on Thursday and all-day Friday. I will be around if needed and will check my email. Annette will be able to reach me on those days if needed. This happens after the March meeting and next report will reflect all of this

Update on grants and loans for our community: round 2 PPP not included

**Administration Report-**

* After our last Board meeting, John emailed asking Tammy and I how my time was spent into the new website;

 Spoke with our current website designer to get cost together

 I spent 30+ hours researching other EDC type websites to see

 what they have

 I spent various hours on the phone or email talking with Tony at

 LaDolce about how we wanted the EDC website to look

 Then I gathered my information from my research and sent it on

 and then Tony called me when they had things set up and

 before it went live for me to go over. Then once it went live I

 was able to fix a few things that we wanted to change

* Sent out loan notices
* Posted loan payments
* Helped Tammy with documents
* EDC/HNJH Grant
* Meeting minutes
* Put in last invoice for Site Readiness Grant on State site
* Updated properties on Zoom-still letting us at this time
* 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 4:29 p.m. by Downey, Seconded by Burton.

All Ayes motion passed.

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

Colleen Duflo, Chairperson/Michelle Clark