

**City of Sault Ste. Marie  
ECONOMIC DEVELOPMENT CORPORATION  
Minutes of the Board of Directors Meeting  
June 8, 2021 In-person & Zoom**

**1. Call to Order & Introductions**

Chair Dasho called the meeting to order with the time being 12:00pm

**2. Roll Call**

Members Present:                    Tim Ellis                    Jim Devaprasad    Tom Veum                    Gary Sharp  
    Dan Dasho                    Kelley Bunker    Rob Landis  
    Tom Veum

Members Absent:                    None

Staff Present:                    Jeff Holt                    Tracey Laitinen

Others Present:                    Tony Haller, Chamber of Commerce  
    Jeff Hagan, EUP Regional Planning  
    Brian Chapman, City Manager  
    Robin Troyer, Deputy City Manager

**3. Agenda: Changes, Additions, or Deletions – none at this time**

**4. Matters presented by the Public**

Haller reported on the upcoming MIWorks mobile job seekers unit coming to the Chamber on June 16<sup>th</sup> from 9am to 4pm. Employees will come and fill out applications which will be match to employers.

Haller gave an update on the application process for the 4<sup>th</sup> of July parade and celebrations.

**5. Approval of Minutes**

It was moved by Bunker supported by Landis to accept the May 11, 2021 EDC Board Meeting. The motion carried unanimously.

**6. Approval of Financial Report: Profit & Loss, Balance Sheet & Check Detail**

Laitinen reviewed each fund YTD, Redevelopment, Essex, Incubator, and EDC Operations. Rent invoices were just sent out. For EDC Operations, grant revenues are still coming in and expenses are under budget due to Covid.

It was moved by Ellis, supported by Landis to accept the financial report as presented. The motion carried unanimously.

**7. Approval of final budget amendments for FY 0-21**

Laitinen explained the two line items; one regarding the capital improvement funds of \$10,000 that was initially a grant match if we had been awarded the MEDC Site Readiness funds, but since then Bay Mills has renovated that space so funds are no longer necessary, and the last being unbudgeted repairs to the sewer drain for the building in which City DPW staff assisted with the large job while the street was getting overhauled. Funds for repairs need to go from \$5,000 to \$13,000.

It was moved by Landis, supported by Devaprasad to approve the budget amendments as presented. The motion carried unanimously.

**8. Finance Discussion**

Dasho asked the Holt for an update on how the EDC finance system works with the City's new BS&A. Holt replied that they do sync. Laitinen added that this year for FY 2021-22 all EDC budgets were entered into BS&A after

receiving training.

• **New signature cards**

As you are aware back in 2018 we consolidated all our funds at Old Mission Bank to improve interest earnings and save staff time. The Board voted to auto renew for a 2-year term in 2020 and the new contract expires March 2022. This will need to be discussed over the winter finance meetings in order to go to bid. Prior to Covid we were earning \$1400/mo. and now we are earning \$200/mo.

We have the following accounts at Old Mission Bank:

- EDC Operations
- Incubator
- Essex
- Redevelopment
- TIFA III
- Parent NOOW account

Director Jeff Holt and EDC Operations Manager Tracey Laitinen are able to discuss account activity with OMB, but neither are signers on the accounts.

All NEW signers will have to stop at the bank once the forms are prepared and sign each banking form.

Signers will be as follows: Tom Veum, Dan Dasho, Rob Landis, Jim Devaprasad, and Kelley Bunker

Signers removed will be Rachael McCoy

It was moved by Bunker, supported by Sharp to approve getting new signature cards at OMB for the 6 accounts as presented. The motion carried unanimously.

10. **Economic Development Strategy Review**

Dasho reviewed the Redevelopment Ready Communities (RRC) Economic Development Strategy for the City and explained that the EDC board should review the EDC responsibilities to ensure implementation. This document was prepared by EUP Regional Planning, for the City, in order to meet the Michigan Economic Development's goals to become RRC Certified. Starting on page 24 of the plan there are several areas where the EDC is noted as the lead agency for the goal. Holt recommended updating this plan with EUP Regional Planning so that when the City is ready to become RRC certified we can show that we have accomplished our goals as an EDC. Dasho asked the board to do some homework and review the plan and separate out items in this order for more discussion at our next board meeting:

1. Ongoing
2. Short term goals
3. Medium term goals
4. Long term goals

11. **Director's Report**

Holt gave a verbal report to the board.

12. **Status Reports – summaries of meetings were included**

13. **Other Matters**

Dasho inquired about the lack of workforce in our region and if the EDC could assist with the issue. Holt explained that all types of businesses are seeing this trend and that MIWorks is trying to work with the State to reinstitute the job search requirement for unemployment. Haller explained the low turnout at the large Petoskey Job fair. Hagan added that you have to work a certain number of qualified weeks to continue to receive unemployment and

that some won't realize they will no longer qualify. Haller reported that the Chamber is sending out workforce Enewsletter several times a week but that they are reaching those folks that already have a job and need to reach the unemployed. Devaprasad will get with Haller to share the job openings on LSSU's campus network. Bunker added that lack of workforce has been getting worse the last ten years and that we really need to work more with our local high schools and trades and incentivize veterans. Holt noted that we do meet with the trades and that they were having a hard time finding folks to attend training that was at no cost. The EDC has also partnered with the Sault High School and the Career Technical Education (CTE) program. Dasho asked about high school students looking for work.

14. **Next meeting will be decided via survey monkey.** Please check your email as July is typically a hard month to make quorum. Bunker added that it might be easier to have several short meetings a month than one longer meeting. Laftlinen will add this to the poll.
15. **Approval to enter into closed session to discuss J. Holt Performance Evaluation**  
It was moved by Ellis, supported by Veum to move into closed session at 12:49pm. The motion carried unanimously.
16. **Approval to return to open session**  
It was moved by Ellis, supported by Landis to return to public meeting at 1:17pm. The motion carried unanimously.
17. **Adjournment**  
It was moved by Landis, supported by Bunker to adjourn the meeting at 1:19 pm. The motion carried unanimously.



Tim Ellis, Secretary