



## **Minutes**

Michigan City Urban Enterprise Association, Inc. Board of Directors Meeting

Thursday, January 26<sup>th</sup>, 2023, at 6:00 p.m. at the lower level of City Hall, 100 East Michigan Blvd., Michigan City, IN 46360.

### **Call to Order**

Present: Tommy Amico, Daren Huber, Skyler York, Lawrence Zimmer, Dave Hartz, Jeremy Rossi, Rodney McCormick

Absent: Tracie Tillman

Others: Bryan Schuch, Clarence Hulse, Liliana Franco, Gabrielle Chappell

### **Approval of Minutes**

No approval of minutes, director's report, or financial report due to Tommy Amico advising to wait for the February meeting. Floor open to discuss specific matters to EDCMC contract to terminate.

Rodney McCormick made motion to terminate contract as of February the 1st and Tommy Amico seconded motion. Motion carried with Jeremy Rossi having abstention from voting on the matter.

### **Contract Discussion**

Rodney McCormick asked if the letters were sent to clients, and Tommy Amico replied they wouldn't have gone out. Clarence Hulse clarified letters can't be sent out by February 1st and that things have been going wrong for 10 years and we're trying to fix it. Since some of these companies would need to be talked to in person, some phone calls, and some emails sent out they can't do it that fast. That was part of bringing a contractor in to try to help do all of that. Bryan Schuch clarified that letters can be sent by June 2023. UEA will send the letters with deadline for submissions. Tommy Amico would set up a one-on-one meeting with Bryan Schuch to go over process, memos, layout the plan to discuss invoicing.

Gabrielle Chappell wanted to confirm that there should be a deadline from the collections policy 30 days after, based on policy imposed by UEA in last meeting. Bryan Schuch clarified this policy can be modified based on UEA needs. Most UEA's send packets out by June and that most UEA's run on a July-June fiscal year due to property taxes being in May and

November.

### **Approval of Financial Reports & Claim Docket/ Director's Report**

No discussion.

### **New Business**

Bryan was asked how he handled things like this in the past and he stated he had never sorted out something like this. However, he thinks face-to-face meetings are better to try to explain everything to companies.

Tommy asked for clarification of what the February date was for and that there was some deadline in February. Bryan stated the EDC was running a workshop in February for participants to come in for tax help. Gabrielle Chappell clarified that the collections policy stated it needed to be sent out within 30 days of being adopted according to the policy that was adopted and that the packets were historically sent out around February according to the timeline she had with the EZ-2 forms and the EZBR's. Clarence stated he was not going to discuss that with her at this time and she responded he doesn't have to. Tommy asked again if there was a deadline or not. Gabrielle stated there is a deadline on the collections policy to get sent out from the January 9th meeting.

Tommy asked if Bryan could look at a document for feedback created by the board addressing the billing issues or if he would be able to create one. Bryan stated he would be able to do so if his contract was approved.

Skyler asked if the collections policy was self-imposed, so it could be modified at the February meeting to extend the deadline for the policy.

Bryan discussed he would need to setup how to address the issues discovered, how they would draft the memo, how to approach the companies, and how to put a tracking system together to monitor credits and payments. After these are addressed, invoices for 2023 can be presented as well.

Invoice from SEH would be sent to EDC, and all services had been rendered. Bryan stated the amount of \$65,000 was an amount not to exceed. Bryan stated in the scope was workshops as well. Daren asked if the board members could be given a copy of the scope of work and Bryan stated it was included in the email sent out. He said there were 15 items covered in the scope of work. That included prior invoicing, current invoicing, facilitating workshops, data research including all of the businesses located within the Zone, building permit data from the city.

Rodney McCormick motioned to table this discussion until the board could appoint an interim Director and follow their lead. There was no second motion. Motion failed.

Rodney stated he thinks it's wrong to handicap the future Director by putting this contract from SEH into place, Skyler and Dave discussed that it's data Bryan is presenting that is supposed to help fix things. Tommy asked if Bryan had ever fixed data for this UEZ in the

past, and he stated he had never been engaged until the end of last year to work with Clarence under the guidance of the UEA from the findings that Gabrielle found. Bryan stated he had never come across this discrepancy before but that he thinks with some guidelines established he could help with ten years of UEZ experience.

Dave Hartz asked if a provisional contract could be created until the UEA is established and moving forward. Bryan stated he could list out what he can do and the UEA can pick and choose what they want to use him for. Rodney stated the Director might be able to do some of the work Bryan was proposing and he is uncomfortable with it right now until a director is involved. Lawrence Zimmer stated that UEA should establish a Director, or an Operations position, and a structure for a workshop and organizational needs.

Tommy Amico wanted to further discuss with Bryan Schuch a clearer path before committing to pay \$65,000 of contract services by SEH and suggested another meeting. Dave Hartz motioned to table discussion until February's meeting and Rodney McCormick seconded the motion. Motion passes unanimously. Daren asked to have a full scope provided to the board, there were a few members that did not receive it in their emails.

### **UEA position advertisement**

Tommy moves to item of advertisement of open position, for executive director position, which understands a job description will be written and advertised. Tommy explained it is an Interim position until someone can officially take over as Director. Tommy stated he will work with the city to officially post the job, as well as The News Dispatch. Rodney stated it needed to be posted for possibly ten days, and that would need to be double checked on.

Lawrence Zimmer mentioned that Gabrielle Chappell could be the Interim director, and Lawrence asked if she can apply to the permanent position as well. Rodney McCormick asked Bryan for his recommendation. Bryan stated with his contract approved, it's a one person job. Without his contract approved, it is a two possibly three person job.

Rodney McCormick motioned to vote for Gabrielle Chappell to be Interim Director, until contract is discussed, and will be reimbursed for the work she has been doing. Tommy Amico seconded the motion and advised Ms. Chappell to send in an application. Tommy stated it should be okay to have a contract for Gabrielle ready by the February meeting. Tommy stated we could develop the contract based around Gabrielle's salary when she was working for EDCMC and continue the same salary as her previous position. Rodney stated that contracts need to be discussed in Executive Session. He asked if Gabrielle would be willing to work for UEA until the contract could be ironed out not to go past 30 days and she stated she is willing to. All in favor. Motion passed.

Rodney McCormick and Lawrence Zimmer asked if UEA has found an attorney or law firm. Tommy Amico said that calls have been made to different firms, with no responses yet. Dave Hartz will reach out to one attorney in Porter county and Jeremy Rossi will reach out to Anthony Novak.

### **Discussion of termination**

Tommy Amico advised that he will submit the information on how files will be transitioned. As of the Facebook account access, Daren Huber has the admin rights. Dave Hartz motioned to transition all files no later than transferred February 3rd Rodney seconded the motion. All in favor. Motion passed.

### **Old Business**

There was no old business to discuss.

### **Public Comment**

Rodney McCormick shared that this has nothing to do with Clarence Hulse, it was due to past administration. Also thanked him for the business. Bryan Schuch recommended UEZ to have a municipal government attorney and not a business attorney. He recommends reaching out to La Porte and South Bend UEA's and ask for recommendation. Dave Hartz wanted to thank EDCMC for the support and vision over the last year.

### **Adjournment**

Rodney McCormick motioned to adjourn, and Tommy Amico seconded. Meeting adjourned at 6:45pm.