

FILED

APR 23 2025

**GALE A. NEULIEB
CITY CLERK
CITY OF MICHIGAN CITY**



Minutes

March 17, 2025

The Michigan Urban Enterprise Association conducted a meeting on March 17, 2025, commencing at 6:00 p.m. in-person and on Zoom. This meeting was open and was held in the NECA/IBEW Building, located at 301 East Eighth Street, Michigan City, IN 46360.

Board Members Present: Tristan Smith, Sylvia Collins, Nick Pollock, Joseph Nelson, Dakota Euler, Antonio Conley, Bruce de'Medici, Wendy Willis.

Call to Order

The meeting was called to order at 6:00 p.m.

Approval of Minutes

The approval of minutes from the February 2025 meeting was tabled to the April 2025 meeting.

Approval of Agenda

Ms. Collins proposed amending the agenda to add the community outreach initiatives for the Urban Enterprise as section V of the agenda and to add the presentation from Paster Herd* to after the Executive Assistant report.

Motion made to approve these amendments

Motion was seconded and approved.

Motion was also made to table approval of the February minutes to the April meeting.

Executive Assistant report

Ms. Williams noted that the UEA has an application for the circle of Friends to obtain a grant. The application reflects quotes for siding, gutters, and windows.

Ms. Williams noted that the UEA received the business registration and that the application appears complete.

Ms. Diggs clarified that this grant is siding, doors, gutters, and windows and clarified that prior grants had covered roof work.

Ms. Diggs also informed that she has an ongoing business with 26 children enrolled with one employee and is licensed with the state of Indiana.

A motion was made to approve the Circle of Friends business grant, specifically \$7,500. The motion was seconded and approved.

Garden Project

Pastor Herd presented on the Garden Project, accompanied by the construction manager (Dan *).

Mr. * informed that the Project is underway on the west side of Michigan City, on the corner of Grant Street and 10 Street and that Pastor Herd is committed to residents in that area of the City.

The Project is concrete boxes and a greenhouse for gardening, available for residents, and the inclusion of the greenhouse extends the project to nine or ten months a year, with programs for all age groups.

The Project is in the middle of phase two of fund raising, with construction scheduled for summer 2025; the Project requires \$213,500. Funding in place is a donation from a foundation for 28,000, NIPSCO also funding \$25,000 with a matching funding from Michigan City, Global Engineering providing survey work for free, and the Carpenters Union building the inside of the structure for free and the Unity Foundation agreeing to provide some level of support.

The Project requires additional funding of \$135,500.

Mr. Smith commented that the UEA could not make a commitment to funding at present and that the Project might consider seeking a grant through the associated church, and proposed that the UEA discuss how and to what extent it might provide some grant for the Project.

A motion was made to table discussion on any funding to the April meeting. The motion was seconded and approved.

Recess

A motion was made for a recess.
The motion was seconded and approved.

Executive Assistant Report

Office Supplies

Ms. Williams informed that she obtained quotes for office supplies - filing cabinets (a three drawer filing cabinet costs approximately \$120 and a four drawer is \$169), a paper shredder (approx. \$200).

The Board raised the question on the length of time required for saving paper records and agreed to investigate legal requirements on this.

A motion was made to table to the April meeting the question of acquiring filing cabinets (including whether they need to be fireproof).
The motion was seconded and approved.

A motion was made to authorize obtaining a paper shredder and to authorize Ms. Williams to use her discretion on the model of the shredder.
The motion was seconded and approved.

MCUEA Banner

Ms. Williams noted that she discussed a banner with Mr. Euler and they discussed community outreach events and opportunities.

Discussion occurred on different sources for purchasing the banner, so that the UEA would have options from which to choose and order a banner.

Motion was made to approve the purchase of the banner in a price not to exceed \$150.
The motion was seconded and approved.

New Business

Mr. Smith noted that the UEA has some outstanding invoices from Mr. Novak's firm: one from January 2024 of \$75 plus old balances of \$100 and \$400 for a total of \$575 due.

A motion was made to pay the invoices.
The motion was seconded and approved.

New Committees

Mr. Euler had suggested creation of additional committees, including

- an outreach to businesses operating in the Urban Enterprise Zone to inform them on tax incentives for participating with the UEA, and proposed a business brunch to effectuate this, to inform businesses on the role and projects of the UEA;

a spring clean-up and revitalize project within the Urban Enterprise Zone, using community dumpster access for spring cleaning, with Michigan City collaborating; re-imaging um rebranding the UEA;

with the combined result of impacting community] engagement, business engagement, workforce development and rebranding.

This would include obtaining participation from the City so that the UEA does not bear the whole cost of the project.

Mr. Euler, Mr. Nelson, and Mr. Conley expressed interest in working on this.

Discussion further occurred with respect to working with Mr. Botich to increase business participation in the UEA and coordinate that with the business brunch proposal and potentially seeking expansion of the Urban Enterprise Zone.

Ms. Wilson, Mr. Pollock, and Mr. de'Medici volunteered to work on a proposal for a business brunch.

Discussion occurred to form a rebranding committee. Mr. Smith and Mr. Euler volunteered.

Further discussion occurred on presenting the UEA at local churches and neighborhood associations within the Zone and potentially the UEA being a sponsor at the Mayor's gala and purchasing a table at the gala.

Budget

Mr, Smith noted that the projected reduction in income would apply to the 2026 grant cycle and not the 2025 grant cycle.

Mr. Smith also noted a discussion with Mr. Euler on investing funds on hand in interest-bearing product and with Mr. Botich on following up on businesses in the Zone that did not continue with participating with the UEA to determine the reason for this.

Old Business

A discussion occurred on the proposed Workforce Grant draft guidelines – the requirements are that the project must be within Michigan City Urban Enterprise Zone , a neighborhood group liaison must submit the application, the liaison must oversee the project and submit expenditure records, before and after photos are required, and recipients will be chosen without regard to race, creed, sex, or national origin. The purpose is to fund neighborhood beautification and encourage neighborhood engagement and financially assist community non-profit social events within the Michigan City Urban Enterprise Zone.

Mr. Smith suggested that grants for this not exceed \$500 and that after completion of a grant cycle, the UEA chart out which grants were utilized so that this information can be incorporated in setting a budget for subsequent years.

Phone Card

Motion was made to approve the reimbursement of \$855 and \$64.99 and \$84.99 for phone charges and an Otter phone case for an amount not to exceed \$60.

Motion was seconded and approved.

Motion was made to approve the neighborhood and Workforce Development grants with the corrections.

Motion was seconded and approved.

Public Comment

No public comment

Directors' Comments

Discussion occurred to write physical checks to Ms. Williams for pay presently due to her and to facilitate Ms. Williams being able to access the QuickBooks account, and to appoint someone to act as assistant treasurer for checks and balances.

Motion was made to appoint Mr. Pollock as the assistant treasurer for the UA.


Motion was seconded and approved.

Ms. Williams commented that it is not practical for her to submit a time log as she is engaging in many miscellaneous tasks and also working weekends.

Discussion occurred on structuring a payment to Ms. Williams through QuickBooks or a service like ADP and asking Ms. Williams to write a log accounting for tasks she performs.

Motion was made to adjourn.

The motion was made and approved.

A handwritten signature in black ink, appearing to read "Tim Smith", written over a horizontal line.

Board President