EXECUTIVE COMMITTEE MEETING
Meeting Minutes

April 28, 2017
11:00 AM CST
Little Nugget Food and Spirit
Wallace, MI

PRESENT
J. Doucette, Alger County
D. Rivard, Delta County
G. Corkin, Marquette County
J. Linder, Menominee County
C. Reiter, Schoolcraft County
J. Beado, Hannahville Indian Community

ABSENT/EXCUSED
R. Anderson, Dickinson County
S. Aldrich, Schoolcraft County

OTHERS PRESENT
Dotty LaJoye, staff
Peter Van Steen, staff
Tony Graff, Menominee city manager
Mark Slown, Ishpeming city manager
Alan Ott, Schoolcraft Board chairperson

1. CALL TO ORDER
The meeting was called to order at 11:11 a.m. with roll call taken. A quorum was present. It was noted that Sheila Aldrich, city manager Manistique (Schoolcraft County) was absent. Staff will check with the city to see if an alternate can attend meetings.

2. APPROVAL OF AGENDA
A MOTION TO APPROVE THE APRIL 28, 2017 AGENDA WAS MADE BY C. REITER, SUPPORTED BY D. RIVARD CARRIED.

3. ACCEPTANCE OF THE MINUTES
A MOTION TO APPROVE THE MARCH 23, 2017 MINUTES WAS MADE BY D. RIVARD, SUPPORTED BY J. LINDER CARRIED.

4. TREASURER’S REPORT
The Treasurer’s report was given by J. Beado. She has been working with Michelle Viau of Michigan Works to get a better handle on the funds. Dotty handed out a report that going forward will be the format of the Treasurer’s Report. In the past the fund balance was a bit misleading as it accounted for funds received that will be spent at a later date. Michelle is creating a budget by funds and what we have budgeted for. Revenue from contracts, not grant funds, will be in general operating so Dotty can see what is left in the fund and what staff is working on. The biggest thing is projecting so we can bid on contracts- there will be a history of what was spent. This will have a more accurate picture of the budget. Overall, we are under
spending for the year.  

**A MOTION TO ACCEPT THE TREASURER’S REPORT WAS MADE BY D. RIVARD, SUPPORTED BY J. DOUCETTE; DISCUSSION THAT ON A QUARTERLY BASIS DOTTY WILL REVIEW A LEDGER OF ACCOUNTS AND ON A QUARTERLY BASIS A PROJECTION WILL BE MADE SO WE CAN SEE WHERE WE ARE TRENDING, CARRIED.**  

Gerry Corkin thanked Jill Beaud for her work on this effort.

5. **EXECUTIVE DIRECTOR’S REPORT**

Dotty LaJoye reported we have received a contract for $6,000 for the Delta 911 project. The Placemaking mini-grants cycle is now open and groups can submit projects to CUPPAD. There are many master plans for this year. We will be wrapping up a regional transportation mobility plan meeting with transit agencies discussing mobility issues. Lee Shirley, our EDA representative, was here on April 7 for the peer review process. As a follow-up, Lee sent an email indicating EDA is looking for projects; CUPPAD will be applying for a planning and technical assistance grant for the impact of the closure of the Empire Mine and Presque Isle power plant for $50,000. GIS activities are picking up with Alger GIS project. We have completed several recreation plans and master plans. Dotty placed a job notice to hire an Intern for the summer months at $10.00 an hour. We received a response from one person. Dotty would like to hire an intern at $10.00 an hour for 30 hours per week. Dotty mentioned that Nathan Fazer’s wage rate ($20.93) is low and would like to bring him up to the same rate as the other planners at $22.84. The Executive Committee earlier had approved going back to March 1 for retroactive wage increase. Jill Beaud reviewed the budget impact with the Committee and the increase is not over the budgeted amount for salaries and still in line with the budget. Dave Rivard mentioned that he has worked with Nathan on the Delta County GIS project.  

**A MOTION MADE BY D. RIVARD, SUPPORTED BY C. REITER TO APPROVE RATE INCREASE FOR NATHAN FAZER TO $22.84 AN HOUR WITH INCREASE RETROACTIVE TO MARCH 1 AND TO EMPLOY PART-TIME HELP CARRIED.**  

G. Corkin inquired as to the status of the Negaunee Façade grant application; P. Van Steen reported the city has committed financially to the project, which will be used to pay for a grant administrator. That information has been provided to the MEDC on an intake form and will be reviewed by MEDC staff. G. Corkin mentioned the EDA meeting went very well and that Lee was impressed by what we have done and our involvement in the local paper mill in Manistique.  

**A MOTION BY C. REITER SUPPORTED BY D. RIVARD TO ACCEPT THE EXECUTIVE DIRECTOR’S REPORT CARRIED.**

6. **UNFINISHED BUSINESS**

6A. Budget/Financial Report Options  

The Executive Committee previously discussed the budget as part of the Treasurer’s Report.

7. **NEW BUSINESS**

7A. Procurement Policy revised  

Dotty passed out a revised proposed “Bidding Policy” for review. Dotty explained this would be used for internal purchases and the general language to provide guidance; purchases with federal or state funds would need to comply with the appropriate program. C. Reiter asked if this was more stringent, Dotty responded no. If using MDOT funds we would need to look at their rules, if using internal local funds we would use this policy. Discussion under Emergency, a couple of board members would still need to know where the funds are coming from. If using part federal or state dollars would still need to follow the federal or state rules. All the purchases would need to go through Dotty. Under Emergency, the Board Chair and Treasurer will be notified and identify what pool of monies the expense is coming from.  

**A MOTION TO APPROVE THE BIDDING POLICY WAS MADE BY D. RIVARD SUPPORTED BY J. LINDER CARRIED.**

Executive Committee April 28, 2017
8. **FEDERAL REVIEWS**
The Committee reviewed the federal review for Manistique combined sewer overflow and wastewater project.

9. **NEXT MEETING**
The next Executive Committee will be May 25, 2017 at CUPPAD offices at 3 p.m.

10. **ITEMS FROM EXECUTIVE COMMITTEE**

   **Schoolcraft County:** The welcome center will be opened and operated by the EDC.

   **Alger County:** The old city hall project to have a tourist center will be completed around May 1.

   **Delta County:** The new Meijer will be opening soon and the gas station is open now.

   **Menominee County:** The County is looking for a county administrator. Work is continuing on the new mine. The Menominee city manager mentioned the downtown CDBG project, reactivation of the DDA and working on the banners and the city will apply for a placemaking grant again. The city is looking to update the Master Plan with CUPPAD; the old Taco Bell building will be a Dunkin Donuts and medical center coming in and a craft brewery coming to town.

   **Hannahville Indian Community:** Jill mentioned the 2% grant awards will have final approval on Monday.

   **Marquette County:** The County approved a lease for a solar farm on KI Sawyer, which would have the capacity to serve 20,000 houses. Another group is looking at solar energy at the site of the old KI Sawyer hospital. Ishpeming is moving forward with the purchase of a $800,000 new firetruck; the city needs modern equipment and capable of fighting fire from above. The city is working with the MEDC and brownfield on the “Nardi” building, which has been vacant for 30 years.

11. **ADJOURNMENT**

    Meeting adjourned at 12:01 pm by Chairperson Gerry Corkin.

Meeting Minutes prepared by: Peter Van Steen