EXECUTIVE COMMITTEE MEETING

Meeting Minutes

January 26, 2017

CUPPAD Offices

Escanaba, MI

PRESENT

J. Beaudo, Hannahville Indian Community
G. Corkin, Chair, Marquette County
R. DesJardins, City of Munising
J. Doucette, Alger County
T. Edlebeck, City of Kingsford
D. Rivard, Secretary, Delta County
C. Reiter, Schoolcraft County

ABSENT/EXCUSED

J. Linder, Nadeau Township (Manoomin County)

OTHERS PRESENT

Dotty LaJoye, staff
Peter VanSteen, staff

1. CALL TO ORDER

Meeting was called to order at 3:00 PM and quorum was present.

2. APPROVAL OF AGENDA

A MOTION TO APPROVE THE JANUARY 26 AGENDA WAS MADE BY C. REITER, SUPPORTED BY J. DOUCETTE CARRIED.

3. ACCEPTANCE OF THE MINUTES

A MOTION TO APPROVE THE DECEMBER 2016 MINUTES WAS MADE BY J. BEAUDO, SUPPORTED BY R. DESJARDINS CARRIED WITH THE MINUTES TO BE PLACED ON FILE.

4. TREASURER’S REPORT

Treasurer Beaudo noted the payroll amount in December is higher than usual, perhaps due to having 5 weeks in December instead of 4 weeks in a month. Dotty LaJoye will check to see what the cause is. Everything else is ok. The Art Place grant was received in December causing the cash balance to be significantly higher. CUPPAD has not received funding notification on the current RPI grant. A MOTION TO APPROVE THE TREASURERS REPORT WAS MADE BY C. REITER, SUPPORTED BY T. EDLEBECK CARRIED.

5. EXECUTIVE DIRECTOR’S REPORT

Dotty LaJoye provided an update of recent contracts for CUPPAD services: City of Munising Master Plan $7,500, GIS contract $131,820, pending Escanaba Township Master Plan $3,000, and Delta County 911 maintenance agreement $6,000. We are still waiting to hear about the RPI funding. The next RPI meeting will be focused on broadband issues. Currently drafting the EDA Partnership Planning grant, CUPPAD is eligible for $70,000 each year for the next 3 years. The application is due February 1. The update of the...
CEDS report is due to EDA by March 31 and working on updates to the personnel policy manual that will be presented at the next meeting. Personnel/staff issues and assignment of duties was discussed.

6. **UNFINISHED BUSINESS**

6A. Partnership Agreement with Michigan Works

The Executive Committee reviewed the Partnership Agreement with Michigan Works. The question was raised of what the Commission is paying for. There was a discussion of “executive oversight” provided by Michigan Works and whether it was working for Dotty LaJoye. It was noted that CUPPAD not Michigan Works employs Dotty LaJoye as Executive Director. Gerry Corkin handed out a sheet obtained from Michigan Works detailing services and benefits provided to CUPPAD by Michigan Works with associated costs. Gerry Corkin feels it is important to maintain the relationship with Michigan Works. A MOTION TO APPROVE THE PARTNERSHIP AGREEMENT WITH MICHIGAN WORKS AS PRESENTED WAS MADE BY R. DESJARDINS, SUPPORTED BY J. DOUCETTE CARRIED.

Jill Beaudo mentioned the yearly space rental agreement is separate from the partnership agreement costs and questioned what the annual rental cost is.

7. **NEW BUSINESS**

7A. Annual Audit Review

Dotty LaJoye had wanted the auditor to be at the meeting but unfortunately he recently passed away. Rod DesJardins had questions on the expenses presented on page 8 and page 9 as the amounts and categories are not the same. Discussion of having Michelle Viau at the next meeting to provide guidance. Jill Beaudo mentioned she would be willing to ask the CFO of the Hannahville Indian Community for his input. Gerry Corkin noted the audit did not have any exceptions. A MOTION TO ACCEPT THE AUDIT AS PRESENTED AND TO HAVE JILL BEAUDO REPORT BACK WITH ANSWERS TO QUESTIONS RAISED BY EXECUTIVE COMMITTEE MEMBERS WAS MADE BY D. RIVARD, SUPPORTED BY J. BEAUDO CARRIED.

7B. Commercial Signature Card

Currently CUPPAD does not have a debit card to use for small purchases or for paying for registrations and the like. A MOTION WAS MADE TO AUTHORIZE GERRY CORKIN AND JILL BEAUDO TO SIGN THE NECESSARY FORMS TO OBTAIN A DEBIT CARD WAS MADE BY C. REITER, SUPPORTED BY D. RIVARD CARRIED.

7C. Staff Compensation

Dotty LaJoye requested compensation be increased for two employees. Nathan Fazer has been with CUPPAD since 2016 and before that almost 10 years with the Eastern UP Planning Commission. He is working on RPI initiative and GIS and since his time with CUPPAD has not received a pay increase. Dotty LaJoye is recommending his pay be increased to $22.84 per hour consistent with that received by Richard Smith, Steve Lenaker and Peter Van Steen. Ben DuBois started as a part-time GIS intern working on parcel mapping. He is full-time and is gradually growing into the job. Dotty LaJoye is recommending his pay be increased from $15.93/hour $18.00/hour. The remaining staff, Smith, Lenaker and Van Steen, a performance incentive bonus of $1,500 is recommended. There was discussion on impact to the CUPPAD budget. Gerry Corkin recommending a committee to meet with the Executive Director to review the proposal. He mentioned that in the past salaries were raised to allow employees to purchase health insurance and that needs to be looked at. A MOTION TO APPOINT TONY EDELBECK AND JILL BEAUDO TO A COMMITTEE TO MEET WITH DOTTY TO REVIEW COMPENSATION CHANGES WAS MADE BY C. REITER,
**SUPPORTED BY J. DOUCETTE CARRIED.** Jill Beaudo mentioned we need to look at the range of skills of the employees and take a closer look at the numbers. The Committee will meet before the next meeting.

8. **FEDERAL REVIEWS**
The only federal review is the EDA Partnership Planning grant being submitted by CUPPAD. EDA grant is $210,000 federal funds, which is matched with $140,000 of local funds. The local share is derived from annual membership dues, funds received from planning contracts (for this grant the Munising City Master Plan and the Escanaba Township Master Plan are identified as the source of the planning funds), funds received from MDOT for transportation planning activities and volunteer labor of committee members as in-kind match.

**A MOTION TO APPROVE THE RESOLUTION OF AUTHORIZED REPRESENTATIVE AND NON-EDA FUNDING FOR PARTNERSHIP PLANNING ASSISTANCE PROGRAM, RESOLVED, THE CUPPAD REGIONAL COMMISSION SUBMIT AN APPLICATION TO CONTINUE ITS COMPREHENSIVE ECONOMIC DEVELOPMENT PLANNING PROGRAM TO THE ECONOMIC DEVELOPMENT ADMINISTRATION IN THE AMOUNT OF $210,000 FOR THE FY 2017 PARTNERSHIP PLANNING ASSISTANCE PROGRAM; AND, RESOLVED, THE CUPPAD REGIONAL COMMISSION COMITS TO A LOCAL SHARE OF $140,000 FOR THE FY 2017 PARTNERSHIP PLANNING ASSISTANCE PROGRAM; AND RESOLVED, THESE LOCAL FUNDS ARE NOT ENCUMBERED IN ANY WAY THAT WOULD PRECLUDE ITS USE TOWARDS THE EDA PROJECT; AND, FURTHER RESOLVED, THAT GERALD CORKIN IS THE AUTHORIZED REPRESENTATIVE WITH THE AUTHORITY TO COMMIT THE ORGANIZATION CONTRACTUALLY AND FINANCIALLY IN REGARDS TO THIS EDA APPLICATION AND GRANT AWARD WAS MADE BY D. RIVARD, SUPPORTED BY C. REITER CARRIED.**

9. **NEXT MEETING**
The next meetings will be February 24- 11:00 AM for the Executive Committee and 1:00 PM for the Commission at a location in Dickinson County. Tony Edlebeck has suggested the Hole-In-One Golf be a location. He has was working with Emilie Schada, Dotty LaJoye will follow-up. Kingsford Broach and Tool was mentioned as a possible tour site after the meeting.

10. **ITEMS FROM EXECUTIVE COMMITTEE**

**Dickinson County:** American Axel has purchased Grede Foundries and Oldenburg has been sold to Lakeshore Inc. There is a manufacturer expansion in Iron River and Iron Mountain. Tony will be meeting with MDEQ and MEDC regarding business acquisition project in Kingsford.

**Delta County:** The County is busy with the new jail interviewing possible architects and sending out a RFQ for a project manager.

**Hannahville Community:** Hannahville is in the process of a RFP for a holding tank expansion for its wastewater system.

**Alger County:** Due to scheduled meetings with NACO, Jerry Doucette will not be at the next Commission meeting.

**Munising City:** The City is going out for bids on the marina expansion, work will be commencing on its signature building in the downtown and a new brewery pub will be opening in Munising.

**Schoolcraft County:** The County was looking a grant for the Gulliver Dam but found out the county did not own the dam but an individual.

**Marquette County:**
The County Board has supported the Casino expansion project if they are able to receive some 2% revenue from the Casino. The hospital project is moving forward. Gerry mentioned the CUPPAD needs to look at sustainability going forward; the Commission is flush with RPI monies but that may only be for two more years.

Meeting adjourned at 4:09 pm by Chairperson Gerry Corkin.

Meeting Minutes Prepared by: Peter Van Steen