CUPPAD REGIONAL COMMISSION
EXECUTIVE COMMITTEE MEETING
Meeting Minutes

March 23, 2017
3:00 PM EDT
CUPPAD Offices
Escanaba, MI

PRESENT
J. Doucette, Alger County
R. Anderson, Dickinson County
G. Corkin, Marquette County
C. Reiter, Schoolcraft County
J. Beaudo, Hannahville Indian Community

ABSENT/EXCUSED
D. Rivard, Delta County
J. Linder, Menominee County
S. Aldrich, Schoolcraft County

OTHERS PRESENT
Dotty LaJoye, staff
Peter Van Steen, staff

1. CALL TO ORDER
Meeting was called to order at 3:10 p.m. with roll call taken. A quorum was present. It was noted that Sheila Aldrich, city manager Manistique (Schoolcraft County) was absent. Craig Reiter suggested that Mike Powers could be appointed as an Alternate for the City of Manistique when Sheila Aldrich is absent. Peter Van Steen will check with Sheila on this.

2. APPROVAL OF AGENDA
A MOTION TO APPROVE THE MARCH 23 AGENDA WAS MADE BY J. DOUCETTE, SUPPORTED BY R. ANDERSON CARRIED.

3. ACCEPTANCE OF THE MINUTES
A MOTION TO APPROVE THE MARCH 3, 2017 MINUTES WAS MADE BY J. DOUCETTE, SUPPORTED BY C. REITER CARRIED.

4. TREASURER’S REPORT
Gerry Corkin noted he followed with Michigan Works! to have Michelle Viana meet with Treasurer Beudo to get needed information. Jill met with Michelle Viana; Jill would like to see total budget by fund instead of the big budget as currently is presented. Michelle has developed form to show the information; we need to figure out allocation of time by employee. The information needs to be presented in a way that is transparent so Dotty can understand it. Gerry offered a thank you from the Board to Jill for her work on the matter. Jill presented the monthly Treasurer’s Report showing a cash balance of $772,083.68. A significant portion of the cash balance is the multi-year Arts Alliance grant received by CUPPAD. A MOTION TO ACCEPT THE TREASURER’S REPORT WAS MADE BY R. ANDERSON, SUPPORTED BY C. REITER CARRIED.

Gerry Corkin
inquired of the status of the personnel policy. Dotty mentioned she has revised some parts of the policy manual but she needs to look at job descriptions and wage increases first.

5. EXECUTIVE DIRECTOR’S REPORT
Dotty LaJoye reported the RPI funds of $271,000 has been received. She handed out a listing of the projects, work plan and time line of the projects. She is anxious to get started on the program. Dotty mentioned that the Delta and Alger counties parcel mapping project are in need of new aerial photography. The USFS recently flew the area to take aerial photographs. Using the USFS aerial photographs will be a significant savings to both Delta and Alger counties. Richard Smith will be working on a master plan for Escanaba Township and master plans and recreation plans for Waucedah and Breitung townships and is completing a MDNR passport grant application for Nahma Township to fund a trailhead project. Emilie is working on the Art Place grant and Art Alliance and Michigan Humanities Council grant. Dotty showed the Committee the sign that will be installed for the Humanities grant depicting the Hannahville Indian Community. Ray Anderson mentioned the city in the past applied for an Art Mini-Grant to fund concert in the park; this year the city was able to secure local funding for the program. Ray also mentioned the need for cities to conform to the MEDC Redevelopment Ready Community standard. Gerry Corkin inquired as to the status of the Forsyth Township zoning project.

UNFINISHED BUSINESS
6A. Budget/Financial Report Options
The Executive Committee previously discussed the budget and need for more financial information as part of the Treasurer’s Report.

NEW BUSINESS
7A. Procurement policy
Dotty passed out a proposed “Bidding Policy” for review. Doty explained there are circumstances the Commission will be contracting for services and this allows for flexibility but give some parameters. Jill questioned that federal funding programs have rules for procurement and more stringent than the ones presented. She suggested we look at the federal codes that apply. Dotty mentioned that she has not seen any procurement policies for the RPI program. Discussion by members on procurement, if federal funds are included we need to follow; problem when dollars are blended. We need to look at how much federal funds come in and maybe look at more stringent federal rules to follow. Dotty will look at the appropriate CFR’s.

7B. Standardized Mileage Sheet
Dotty presented the reviewed standardized mileage request form that has the correct mileage rates. A MOTION TO ACCEPT THE NEW STANDARDIZED MILEAGE SHEET WAS MADE BY R. ANDERSON, SUPPORTED BY C. REITER CARRIED.

7C. Review/Approval of CEDS Update
Peter Van Steen reviewed the update to the CEDS report. During discussion of the Update, it was suggested additional information on CTE be included in the Update; inquiry of the Industrial Park Study was made and a request for the actual projects be provided to the Executive Committee of the place making grants. The following resolution was presented:

WHEREAS, the Central Upper Peninsula Planning and Development Regional Commission’s Comprehensive Economic Development Strategy (CEDS) Committee is charged with filing an annual report on the accomplishments and changes to the Comprehensive Economic Development Strategy, and
WHEREAS, the Comprehensive Economic Development Strategy is a document which is updated each year, and

WHEREAS, the CUPPAD Executive Committee recognizes that conditions are subject to change in the economic environment of the Central Upper Peninsula, and

WHEREAS, it is desirable and prudent to review the Comprehensive Economic Development Strategy annually and amend the document as necessary to keep it current with the existing conditions of the Central Upper Peninsula, and

WHEREAS, the CEDS Committee has reviewed and adopted the Progress Report and Amendments as an addendum to the Central Upper Peninsula Comprehensive Economic Development Strategy Report dated March 31, 2016.

BE IT RESOLVED, that the CUPPAD Executive Committee hereby adopts the Progress Report and Amendments to be attached as an addendum to the Central Upper Peninsula Comprehensive Economic Development Strategy Report dated March 31, 2016.

Roll call vote:
G. Corkin, aye
D. Rivard, absent
R. Anderson, aye
J. Linder, absent
J. Doucette, aye
C. Reiter, aye
S. Aldrich, absent
J. Beaudo, aye
Resolution adopted.

6. FEDERAL REVIEWS
No federal reviews were presented.

7. NEXT MEETING
The next Executive Committee and CUPPAD Commission meetings will be April 28, 2017 in Menominee County. Dale Parrett mentioned the Little Nugget Golf Course as a location for the meetings. Doty will work with Dale and Joe Linder on the location. Possible speakers are Jen Tucker, MDEQ Brownfield and Julie Gardner, MEDC on CDBG. A tour of the local plastic company in Wallace was suggested.

8. ITEMS FROM EXECUTIVE COMMITTEE
Dotty mentioned that overall things are going good. She mentioned there are planner positions opening up in the area and one staff members is looking elsewhere and may take a job in Marquette.

Schoolcraft County: Craig Reiter brought the Committee up to date on the issues in the county concerning the sale of the chamber building to the city of Manistique and the issues of the Chamber and merging of the EDC, Chamber and merchants group into one organization.

Executive Committee March 8, 2017
**Hannahville Indian Community:** Jill mentioned the 2% grant awards are about a week away. The award for design of the wastewater was given to GEI and will be bidding out construction activities later and the golf course will be opening soon.

**Alger County:** Everything is going OK

**Dickinson County:** Ray mentioned the city will be begin the wastewater project soon.

**Marquette County:** Ishpeming has approved the new senior housing project at the old Bell Hospital site.

Meeting adjourned at 4:40 pm by Chairperson Gerry Corkin.

Meeting Minutes prepared by: Peter Van Steen