CUPPAD REGIONAL COMMISSION
EXECUTIVE COMMITTEE MEETING
Meeting Minutes

May 25, 2017
3:00 PM EST
CUPPAD offices
Escanaba, MI

PRESENT
R. Desjardins, alternate Alger County
D. Rivard, Delta County
G. Corkin, Marquette County
J. Linder, Menominee County
C. Reiter, Schoolcraft County

ABSENT/EXCUSED
R. Anderson, Dickinson County
S. Aldrich, Schoolcraft County
J. Beaudo, Hannahville Indian Community
J. Doucette, Alger County (alternate present)

OTHERS PRESENT
Dotty LaJoye, staff
Peter Van Steen, staff
Nathan Fazer, staff

1. CALL TO ORDER
The meeting was called to order at 3:02 p.m. by Chairperson Gerald Corkin with a quorum present.

2. APPROVAL OF AGENDA
A MOTION TO APPROVE THE MAY 25, 2017 AGENDA MADE BY R. DESJARDINS, SUPPORTED BY C. REITER CARRIED.

3. ACCEPTANCE OF THE MINUTES
A MOTION TO APPROVE THE APRIL 28, 2017 MINUTES MADE BY C. REITER, SUPPORTED BY D. RIVARD CARRIED.

4. TREASURER’S REPORT
The Treasurer’s report was presented to the Executive Committee. Since Treasurer J. Beaudo was absent, the report was tabled by Chair G. Corkin until the next meeting.

5. EXECUTIVE DIRECTOR’S REPORT
Dotty LaJoye reported on contracts and grants: Munising master plan is ongoing; staff is working on master plans for Breitung Township and Escanaba Township and recreation plan for Breitung Township. Staff is reviewing the Schoolcraft County master plan, laptop has been purchased for PASER road rating and ratings will begin shortly, we are awaiting the delivery of the two traffic counters. Dotty met with transit agency directors to finalize a MDOT work activity on reviewing and receiving comments from transit agencies regarding a transit mobility study completed last year; the outcome is more planning and funding is needed.
and she will report to the RPI Committee of the findings. Dotty is working on submitting an EDA grant application for technical assistance associated with the closure of the mines and power plant in Marquette County. The Hannahville Indian Community Health Center called and asked for assistance with completing an Emergency Preparedness Plan which is due November 2017; Dave suggested talking to Bob Berbohm for help. Internally, we are fine tuning the budget and recording time to functions on the timesheet. Our new intern is doing a good job and working on GIS activities. Staff is working on Negaunee city façade project and will be administering the Escanaba Market Place CDBG project. NADO is compiling a report on the impact of the President’s Budget; Dotty will provide copies to interested committee members. P Van Steen provided additional information on the Negaunee façade project, we are drafting the applications for the city and the city will be releasing a RFP for grant administration services. **A MOTION TO ACCEPT THE EXECUTIVE DIRECTOR’S REPORT AND PLACE ON FILE MADE BY D. RIVARD, SUPPORTED BY J. LINDER CARRIED.**

6. **UNFINISHED BUSINESS**

No Unfinished Business to review.

7. **NEW BUSINESS**

7A. **Review and Approval of Personnel Policy Manual (Part 1)**

A draft personnel policy was in the agenda packet. Since Tony Edlebeck and Jill Beaudo were not able to make the meeting, review was tabled until the next meeting. It was suggested by C. Reiter and G. Corkin to provide the Executive Committee with a document that shows the proposed policies and the current policies. In response to D. Rivard, “Part 1” refers to there are still employee evaluations and job descriptions that need to be developed/revise for review at a later date. Concerns expressed was the number of holidays listed in the personnel manual.

7B. **Approval to submit MCACA Regional Regranting Program application**

Discussion on the MCACA Regional Regranting program and the amount of regranting funds received by CUPPAD to support community art projects and the funds provided to CUPPAD for administration of the program. **A MOTION TO APPROVE THE SUBMISSION OF THE MCACA REGIONAL REGRANTING PROGRAM MADE BY R. DESJARDINS, SUPPORTED BY D. RIVARD CARRIED.**

7C. **Review and Approval of CUPPAD GIS fee schedule**

Nathan Fazer discussed the CUPPAD GIS program and a proposed fee schedule for GIS services. The rates could be modified based on further discussion and negotiations with the unit of government but could be a starting point. The proposed fee schedule is:

- County GIS - includes all Townships & villages (Cities not included) $24,000 annually for 40 hours per month
- Township or Village - if not under a County GIS listed above $6,000 annually for 10 hours per month
- City - depends on need and CUPPAD’s capacity $19,000 annually for 32 hours per month

**A MOTION TO ACCEPT THE FEE SCHEDULE AS PRESENTED MADE BY D. RIVARD, SECONDED BY C. REITER CARRIED.**

7D. **Participation of CUPPAD in UP Energy study**

G. Corkin added agenda item for discussion to have CUPPAD staff be part of the UP study being conducted under the guidance of UPCAP for the 15 counties. Discussion on the study and involvement. **A MOTION TO HAVE CUPPAD BE A PART OF THE UP ENERGY STUDY GROUP MADE BY R. DESJARDINS, SECONDED BY C. REITER CARRIED.** Dotty asked for clarification on was “involved” meant. Our involvement is not financial but have CUPPAD staff attend meetings and involvement on a staff level.
8. **FEDERAL REVIEWS**
No federal reviews to review.

9. Nathan provided the Executive Committee with an update of RPI projects.

10. **NEXT MEETING**
The next Executive Committee will be June 22, 2017 at CUPPAD offices at 3 p.m.

11. **ITEMS FROM EXECUTIVE COMMITTEE**

   **Delta County:** The new jail project is coming along. There are some property issues.

   **Menominee County:** The County is looking for a county administrator. Nadeau Township will have a Rodeo June 3 and 4. The Mine is a hot topic in the county. Discussion on the state funded blight removal grant program.

   **Alger County:** The old city hall project to have a Pictured Rocks Tourist Center will be completed by June 10, the date of Yooper Day for free Pictured Rocks boat cruises for those with a UP zip code. The city marina expansion project will extend and rebuild the docks. Work is continuing having a mountain bike trial and trailhead in the city. Construction of H-58 in the city will be next year. Due to the number of guest workers in the city, a dormitory is needed in the city; present zoning ordinance does not allow for that use and the city has sought the advice from other communities.

   **Schoolcraft County:** The former chamber building is now a Welcome Center operated by the EDC. There is a need for executive rooms as residence. A dog park may be constructed at the airport. Local business persons are talking of constructing a power plant fueled by natural gas and biomass. The County will be taking possession of Gulliver Dam and will apply for a grant.

   **Marquette County:** G. Corkin mentioned that MI Works! is looking a director to replace Orrin Bailey who is leaving June 30. Interviews are scheduled with applicants.

12. **ADJOURNMENT**
Meeting adjourned at 4:07 pm by Chairperson Gerry Corkin.

Meeting Minutes prepared by: Peter Van Steen