

**CUPPAD REGIONAL COMMISSION
EXECUTIVE COMMITTEE MEETING
Meeting Minutes**

May 26, 2022
2:00 p.m. EDT

CUPPAD Office, 2950 College Ave., Escanaba MI
Conference call option

PRESENT

J. Doucette, Alger County
G. Corkin, Marquette County
J. Beaudou, Hannahville Indian Community
P. Kleiman, Menominee County Townships
A. Kilar, Schoolcraft County
J. Malnar, Delta County

ABSENT

E. Buckman, City of Gladstone
Ray Anderson, Dickinson County

OTHERS PRESENT

Dotty LaJoye, Executive Director, CUPPAD, Michelle Viau, CFO Michigan Works

CALL TO ORDER

The meeting was called to order at 2:00 p.m. by Chairperson G. Corkin. Roll call was taken, and a quorum was present.

APPROVAL OF AGENDA

G. Corkin called for any changes or additions to the agenda. Hearing none, **J. DOUCETTE MOTIONED TO APPROVE THE AGENDA, SUPPORTED BY P. KLEIMAN MOTION CARRIED.**

ACCEPTANCE OF THE MINUTES

MOTION TO APPROVE THE MINUTES FROM THE QUARTERLY COMMISSION MEETING FROM APRIL 22, 2022, WAS MADE BY J. DOUCETTE, SUPPORTED BY P. KLEIMAN; MOTION CARRIED.

TREASURER'S REPORT

Jill Beaudou explained the difference in the Grant Balance sheet. The reason for the additional columns is because we want to be able to see if we will be able to get all of the work done that we budgeted as revenues for this fiscal year. The percentages under the % Complete column are where Dotty goes through project by project and determines how much work is actually complete. That number doesn't necessarily line up with the with the amount spent but that tells the percentage of completeness and whether that project can be completed by the end of September. **P. KLIEMAN MOTIONED TO ACCEPT THE TREASURUES REPORT, SUPPORTED BY J. DOUCETTE, MOTION PASSES.**

UNFINISHED BUSINESS – ANNUAL AUDIT REPORT

The Auditor reported that overall, the materials are clearly stated and there are no issues. Commission's net position was \$199,362 on September 30, 2021, with an increase in position of \$37,454 from the prior year. As of the close of the current fiscal year, the Commission's general fund reported an ending fund balance of \$189,654 and increase of \$36,182. The Commission's unassigned fund balance was \$114,034 on September 30, 2021, which is 98.9% of the annual general fund expenditures. J. Beaudou questioned the 98% as we have way over \$114,034 in operating expenses throughout the year so how can that be? The Auditor explained that is just for the general fund. On page 8, changes in net position you see a cash decrease of about \$30,000. Part of that is due to the Commission not receiving as much from the grant revenue as they did last year with decreases such as the Regional Prosperity Initiative and Art Place grant wrapping up in 2020. Page 9, one small budget exception in indirect costs for the amount of \$415 was recognized. All funds ended with a positive fund balance. Corrections were made to page 24 where there was an obvious flip in the amount of funds reported for the employee retirement plan and Lauran provided the corrections in a later email to D. LaJoye

EXECUTIVE DIRECTOR REPORT

D. LaJoye reported that she recently prepared two new cost estimates for Davis Bacon Compliance for two federally funded projects in the City of Escanaba. One is for the Lead Service Line project and the other is for the Drinking Water Revolving Loan Fund. The estimate for the DWRLF is for \$13,325.00 and the Lead Service Line project is \$7,215.00. The city is expected to sign them soon.

The EGLE Materials Management County Engagement Grants are going well. D. LaJoye still need to meet with Schoolcraft and Delta counties but to date we have commitments from Alger, Dickinson, Marquette and Menominee so that will be \$12,000 from each county to CUPPAD to:

- Create partnerships within the region ad counties to facilitate a combined effort to maximize material management throughout the Upper Peninsula.
- Understand current materials management gaps and challenges locally and regionally.
- Identify future changes that will further a regional and UP wide materials management system.
- Outline steps that can occur now and at the county/regional level to assist with the development of future materials management programs and infrastructure.

D. LaJoye recently attended a Planning and Zoning for Solar Energy Systems: A Guide for Michigan Local Governments Presentation with several local units of government. It was very good but there is more to learn when it comes to zoning for solar. As such she will be attending 10 live zoom sessions through June, July, and August to specifically work on plans and ordinances with experts present such as Sarah Mills to take questions throughout the learning process. The sessions are free. Each one lasts about two hours.

Road rating has begun. Rawan and Ryan Carrig are both certified and will be able to take care of that this year as they only need to do 50% which is still a lot of roads. With our need to have Rawan rating roads, we hired a GIS intern for \$18 per hour to pick up many of the GIS projects. The intern's name is David Pray. He is working about 16 hours a week on Delta County Next Gen 911 data and editing parcels in Delta County. CUPPAD has not been working on the 911 data for Schoolcraft County as we are not sure why they haven't signed the contract sent to them about 2 months ago. D. LaJoye has been trying to connect with the Sheriff but so far, no success. Coleman Engineering recently requested the Schoolcraft County parcel data from Rawan, and we are wondering if Schoolcraft County is planning to transfer their parcel data to Coleman Engineering. **MOTION TO FILE THE DIRECTORS REPORT AS PRESENTED WAS MADE BY G. CORKIN, SUPPORTED BY P. KLEIMAN, MOTION CARRIED.**

NEW BUSINESS

NEXT MEETING AND PLACE

The next meeting will be an Executive Committee Meeting on June 23, 2022 at 2:00 PM.

ITEMS FROM THE EXECUTIVE COMMITTEE

ADJOURNMENT

The meeting was adjourned by the Chair at 3:05 P.M.

Minutes prepared by D. LaJoye