

CUPPAD REGIONAL COMMISSION

Quarterly Meeting

Meeting Minutes

October 27, 2023

Delta County Boardroom, Escanaba, MI

12:30pm ET

Zoom and call options

MEMBERS PRESENT

Thyra Karlstrom, Marquette County Member at Large*
Kelly Livermore, Alger County Board*
Jill Beaudou, Hannahville Indian Community*
Peter Kleiman, Menominee County Townships*
John Malnar, Delta County Board*
Mike Perilloux, Schoolcraft County Cities*
Kathy Vermaat, Marquette County Planning Commission*
Pam Johnson, Alger County Planning Commission
Michelle Doucette, Alger County Townships
Mike Stelmaszek, Dickinson County Cities
Steven Gromala, Menominee County Board
Connie Westrich, Menominee County Member at Large
John Denholm, Delta County Planning Commission
Emily Leach, Marquette County Member at Large
Gregg Johnson, Delta County Townships
Zak Aubert, Menominee County Cities
Joe Stevens, Dickinson County Planning Commission

MEMBERS ABSENT

Denny Olson, Dickinson County Townships*
Kathy Reynolds, Alger County Cities
Craig Cugini, Marquette County Cities
Robert Peterson, Delta County Member at Large
Kristen Thornton, Marquette County Townships
Craig Reiter, Schoolcraft County Board
Dean Seaburg, Alger County Member at Large
Dan Rushford, Alger County Villages

*Denotes Executive Committee Member

OTHERS PRESENT

Michelle Viau, CFO, UP Michigan Works!
Rachel Johns, Administrative Assistant, CUPPAD

MEMBERS PRESENT BY ZOOM OR CONFERENCE CALL

CALL TO ORDER

The meeting was called to order at 12:30 pm by Thyra Karlstrom. The Pledge of Allegiance to the Flag was recited. Roll call was taken, a quorum was present.

A. APPROVAL OF THE AGENDA

T. Karlstrom proposed the addition of the Check Signing Policy to Old Business. K. Livermore stated a motion carried at the September Executive Committee meeting to keep “CUPPAD BY-LAWS” on the agenda as an Old Business item.

MOTION TO ACCEPT THE AMENDED AGENDA WAS MADE BY P. KLEIMAN, SUPPORTED BY J. MALNAR; MOTION CARRIED.

B. ACCEPTANCE OF THE MINUTES

T. Karlstrom requested the following edits to the July 28, 2023, minutes of the Quarterly Commission meeting: Thyra Karlstrom changed from Marquette County Board to Marquette County Member at Large. Nate Heffron was replaced by Craig Cugini and should be removed from the attendance list. Brett Botbyl was replaced by Zak Aubert and should be removed from the attendance list. Jeff LeFevre removed from the attendance list leaving that position vacant. Robert Petersen changed from Delta County Board to Delta County Member at Large.

MOTION TO ACCEPT THE AMENDED MINUTES OF THE JULY 28, 2023, REGIONAL COMMISSION QUARTERLY MEETING BY P. KLEIMAN, SUPPORTED BY J. MALNAR; MOTION CARRIED. MOTION TO ACCEPT THE MINUTES OF THE SEPTEMBER 28, 2023, CUPPAD EXECUTIVE COMMITTEE MEETING BY P. KLEIMAN, SUPPORTED BY J. MALNAR; MOTION CARRIED.

C. TREASURER’S REPORT

Jill Beaudo reported the budget information provided was through the end of the fiscal year, but not yet fully closed. Pass-Thru money was underspent which results in a positive towards the fund balance. Except for a few lingering, small expenses, all should be in order and accounted for without any projections of substantial expenditures. A significant contribution should be made to the fund balance once September expenses are completely accounted for. **MOTION TO APPROVE THE TREASURER’S REPORT WAS MADE BY J. BEAUDO, SUPPORTED BY K. LIVERMORE; MOTION CARRIED.**

D. EXECUTIVE DIRECTOR REPORT

Dotty LaJoye reported Rawan Hinzmann has accepted a new position with the City of Detroit. Her last day of employment with CUPPAD is 11/03. Finding a replacement with an equivalent level of experience and expertise will be challenging. Three of CUPPAD's most reliable and consistent contracts, which Rawan assisted with, include Delta County Parcel Layer and 911, School Craft County Parcel Layer and 911 updates, and Hannahville GIS will require continued assistance from CUPPAD. Former CUPPAD employee Nathan Faser was contacted about rejoining CUPPAD as the GIS Specialist; however, he is unavailable at this time. Moving forward, the job will be posted on the Michigan Association of Planning website.

Regional Housing Strategy - MSHDA has received our information, and we are waiting to hear what programs will be available and for further instruction on implementation.

EGLE Coastal Management applied to NOAA for a grant over \$1 million. A portion of the funds were intended to go out to all regions that have coastal areas. The funds would allow those regions to train or hire staff to maintain and guide coastal related programming with grants and advise with coastal resiliency strategies in master plans and zoning ordinances going forward. Unfortunately, EGLE was not awarded that grant.

Coastal Resiliency Leadership Academy - December 6th 9:30-4:30 PM Michigan Works Board Room - Funds from a grant that was acquired from EGLE Coastal Management to Michigan Association of Planning. MAP is working with the regions to make these workshops available.

NADO Conference – November 6th, Cleveland, Ohio – All three regions in the U.P. will be attending the EDA Policy Academy in advance of the conference. The purpose of the Policy Academy is to align economic priorities between the three regions and the MEDC. The Center for Regional Economic Competitiveness (CREC) is paying a portion of staffs travel & lodging expenses to attend the EDA Policy Academy while attending the NADO Conference.

Attended the Northern Michigan Public Service Academy for FOIA training. We learned the importance of a written and published FOIA policy for requests to collect payment for staff time, collecting of information, shipping, etc. The FOIA request policy will be written and displayed on our website so there is a process in place if/when receiving such requests.

Debit Card Policy – The policy was included in the packet for review of revisions made to the policy the Executive Committee reviewed in September. Language was added requesting receipts for purchases be submitted within five (5) days of purchase. K. Livermore reminded the commission that language regarding failure to provide proof of purchases would result in staff being personally responsible for the cost was approved by the Executive Committee

and needs to be added to the draft. The addition will be made and presented to the Executive Committee at the November meeting.

MOTION TO ACCPET THE EXECUTIVE DIRECTOR’S REPORT WAS MADE BY P. KLEIMAN, SUPPORTED BY K. LIVERMORE; MOTION CARRIED.

E. New Business

No New Business

F. OLD BUSINESS

F. 1 Check Signing Policy / Check Management and Authorization Procedures – Discussion regarding appropriate handling of electronic payments and paper checks requiring signatures ensued. J. Beaudo requested a copy of UP Michigan Works policy to review and mirror CUPPAD’s policy to. **MOTION TO TABLE THE POLICY AND PROCEDURES UNTIL THE NOVEMBER EXECUTIVE COMMITTEE MEETING WAS MADE BY P. KLEIMAN, SUPPORTED BY K. LIVERMORE; MOTION CARRIED.**

F. 2 CUPPAD BY-LAWS

G. PRESENTATIONS

Emily Leach and Thyra Karlstrom presented the website for the Marquette County Master Plan.

COMMISSIONER UPDATES

Z. Aubert acknowledged Julia Cogger’s performance assisting with the Menominee County Recreation Plan.

J. Stevens reported autopsy building to perform forensic autopsies in Dickinson County.

K. Vermaat reported she is reviewing and comparing the CUPPAD BY-LAWS to Robert’s Rules of Order to ensure CUPPAD can accomplish the work it was designed for. A report will be given at the next meeting.

E. Leach recognized Julia Cogger for her assistance with the SPARK grant for Little Trout Lake.

NEXT MEETINGS

Executive Committee meeting- November 16, 2023, at 2:00PM

Quarterly Regional Commission meeting- February 23, 2024, at 12:30- lunch is served at noon.

MOTION TO ADJOURN THE MEETING BY T. KARLSTROM, SUPPORT BY P. KLEIMAN; MOTION CARRIED.

Meeting adjourned at 2:20 pm.

Minutes provided by Rachel Johns