

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

March 28, 2024
2:00 p.m. EDT

CUPPAD Office, 2950 College Ave., Escanaba MI

PRESENT

Kelly Livermore, Alger County
Peter Kleiman, Menominee County Townships
Jill Beaudou, Hannahville Indian Community
John Malnar, Delta County
Mike Perilloux, Schoolcraft County
Kathy Vermaat, Marquette County
Denny Olson, Breitung Township

ABSENT

Thyra Karlstrom, Marquette County

OTHERS PRESENT

Dotty LaJoye, Executive Director, CUPPAD
Rachel Johns, Administrative Assistant, CUPPAD
Michelle Viau, UP Michigan Works, CFO

CALL TO ORDER

The meeting was called to order at 2:00 pm by J. Malnar. Roll call was taken, and a quorum was present.

APPROVAL OF AGENDA

D. OLSON MOTIONED TO APPROVE THE AGENDA, SUPPORTED BY K. LIVERMORE; MOTION PASSES.

ACCEPTANCE OF THE MINUTES

M. PERILLOUX REQUESTED A CORRECTION TO THE SPELLING OF HIS LAST NAME IN THE EXECUTIVE COMMITTEE MEETING MINUTES FROM JANUARY 25, 2024. P. KLEIMAN MOTIONED TO APPROVE THE MINUTES WITH SAID EDIT, SUPPORTED BY J. BEAUDO; MOTION PASSES.

D. OLSON MOTIONED TO ACCEPT THE MINUTES FROM THE QUARTERLY REGIONAL COMMISSION MEETING ON FEBRUARY 23, 2024, SUPPORTED BY P. KLEIMAN; MOTION PASSES.

TREASURERS REPORT

Jill Beaudo examined the monthly report and observed a rise in payroll expenses from December to January. Michelle Viau explained that was due to the increase in Administrative Assistant Rachel Johns being a full-time employee and the addition of Mike Tripp as the GIS Coordinator. While reviewing the Grant Balances sheet, Jill asked for clarification between contracts at 100% being highlighted while other contracts at 100% were not. Michelle Viau explained this is the most effective approach to differentiate between contracts that are completed from ongoing ones on the Grant Balances report, while ensuring they remain included without affecting the percentage of the current year fiscal budget that has been spent. Contracts listed at 100% that are not highlighted are not completely finished and have the potential to go over. Discussion ensued regarding the scale of the Forsyth Township Master Plan rewrite and the probability of achieving the projected target of \$18,585.00 by the end of the fiscal year. Finally, Jill noted numerous dues payments have been received, resulting in increased total revenues and lower expenditures. This has led to an increase in the fund balance, keeping the fund in alignment. **J. BEAUDO MOTIONED TO ACCEPT THE TREASURERS REPORT, SUPPORTED BY K. LIVERMORE; MOTION PASSES.**

UNFINISHED BUSINESS

6.1 CUPPAD Bylaws

K. Vermaat presented six items that remained for discussion to complete the update to the bylaws.

- **Page 5, Section 2D** – After reviewing bylaws of other Michigan planning organizations, it was noted that organization provides extensive detail regarding the treasurer’s responsibilities, while none of them outline the procedure for fund expenditures or disbursements. After lengthy discussion Kathy suggested a revision to the section using the description given by Jill Beaudo.
- **Page 5, Section 2F** – Upon examining the bylaws of other planning commission entities, it was observed that the Treasurer’s responsibilities are not extensively detailed. The Executive Committee agreed to strike this section from the bylaws and replace it with a high-level statement surrounding the duties and responsibilities of the Executive Director.
- **Page 6, Section 3, Item #10** – Required a surety bond be established for various Executive Committee members and/or Officers. Additional investigation discovered that a surety bond had never been established, rendering the line item null and void. The Executive Committee agreed to remove this item from the bylaws.
- **Page 6, Section 7** –In the event that an Executive Committee representative resigns, is removed from office, or otherwise becomes incapable of completing the term this section, containing new verbiage, refers the bylaw user to Article III, Section 1, Paragraph 1. The Executive Committee agreed to the implementation of the new language.
- **Page 7, Section 4** – A question was raised regarding the requirement to include the minutes of the previous meeting on the agendas. K. Vermaat reported it could be considered a common practice, but it is not a requirement per Robert’s Rules of Order or the establishment of CUPPAD. Discussion surrounding the importance of including

meeting minutes as a refresher and to adhere to the Open Meetings Act ensued. The Executive Committee decided to retain the item within the bylaws.

- **Page 8** – K. Vermaat noted the last amendment dated February 24, 2012, adopted references from the CFR, which do not technically apply, therefore do not need to be a part of the CUPPAD bylaws. The Executive Committee agreed to delete the Amendment from 2012.
- **Conclusion** – Closing discussion determined that the final edits of the bylaws will be completed and submitted to the Commission 15 days prior to Commission meeting on April 26, 2024.

P. KLEIMAN MOTIONED TO PRESENT THE AMENDED BYLAWS TO THE COMMISSION FOR THEIR APPROVAL AT THE APRIL MEETING, SUPPORTED BY K. LIVERMORE; MOTION PASSES.

EXECUTIVE DIRECTOR REPORT

D. LaJoye reported materials management continues to move forward with Notice-of-Intent and requirements for each county. The interlocal agreements between CUPPAD and the counties was in the process of being reviewed by Marquette County Civil Council Wendy Marcotte. Wendy's term has since ended; however, she has private practice and could complete her review of the interlocal agreement for a fee. **A MOTION WAS MADE BY D. OLSON TO SPEND UP TO \$2,500 TO HIRE WENDY MARCOTTE TO COMPLETE HER REVIEW OF THE MATERIALS MANAGEMENT INTERLOCAL AGREEMENT; SUPPORTED BY K. VERMAAT; MOTION PASSES.**

Two Housing Readiness Incentive grants have been secured for Forsyth Township and the City of Ishpeming in the amount of \$50,000 each covering the costs associated with the adoption of land use policies. Ryan Soucy received a MSHDA housing update after attending a meeting in Lansing. The Mi Neighborhood Housing program was announced by MSHDA and includes three activities for housing organizations, local government units, and non-profits, including public spaces, rehabilitation of existing housing, and newly created housing. The size of the award per project is based on the number of MSHDA grant awards the housing organizations, local units of government, and non-profits have received individually in the past three years. Zero to 3 grants = \$200,000; 3-4 grants = \$400,000; and 5 or more grants = up to 2 million. A total of 2.48 million is the central region's targeted funding; 20% of the housing units created or developed must serve household income levels that are 60% or below the area median income for that county. The maximum subsidy per unit is \$100,000.

CUPPAD offered to be the fiduciary for a 10-million-dollar Climate Pollution Reduction Grant through the EPA. If the grant is successful, these will be pass-through funds to the Superior Watershed Partnership. The grant intends to reduce greenhouse gas emissions in rural housing currently dependent on propane and fuel oil. Activities include energy waste reduction to housing and installing heat pumps and renewable energy systems like solar and wind.

CUPPAD is working with the Ty Liggons of the Department of Health and Human Services and Michigan Works out of Marquette County to conduct Lead Paint Supervisor training for contractors from June 10th through June 13th with the final exam on June 14th.

Dotty and Jill continued the discussion regarding contractual employee, Emily Soucy, hours, and invoicing. Jill had questions regarding the various rates on invoices and stressed an emphasis on the need for additional billing details to fully understand how time is being spent. She emphasized the importance of all invoices, receipts, and other supporting documents with the payments to provide full disclosure to the Executive Committee.

P. KLEIMAN MOTIONED TO FILE THE EXECUTIVE DIRECTORS REPORT, SUPPORTED BY M. PERILLOUX; MOTION PASSES.

NEW BUSINESS

ITEMS FROM THE EXECUTIVE COMMITTEE

K. Livermore questioned Kathy Reynolds Resolution vote via Zoom during the February meeting. Physical quorum was present; therefore, Kathy's vote did not count.

D. Olson informed the Committee that he will be absent from the April Commission meeting.

ADJOURNMENT

The Vice Chairman adjourned the meeting at 3:52 pm.

Minutes prepared by Rachel Johns