

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

June 26, 2024  
2:00 p.m. EDT

CUPPAD Office  
2950 College Ave, Escanaba

---

PRESENT

Thyra Karlstrom, Marquette County  
Kelly Livermore, Alger County  
Jill Beaudo, Hannahville Indian Community  
Mike Perilloux, Schoolcraft County  
John Malnar, Delta County  
Denny Olson, Breitung Township  
Kathy Vermaat, Marquette County

ABSENT

Peter Kleiman, Menominee County Townships

OTHERS PRESENT

Dotty LaJoye, Executive Director, CUPPAD  
Rachel Johns, Administrative Assistant, CUPPAD

CALL TO ORDER

The meeting was called to order at 2:00 pm by T. Karlstrom. 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.**

PUBLIC COMMENT

ACCEPTANCE OF THE MINUTES

**J. BEAUDO MOTIONED TO APPROVE THE EXECUTIVE COMMITTEE MEETING MINUTES  
FROM MAY 23,2024, SUPPORTED BY D. OLSON; MOTION PASSES.**

TREASURERS REPORT

Jill Beaudo reviewed the contract completion percentages to find the majority of contracts are on track with the exception of the Childcare Planning Grant. The completion rate is currently at 30% despite a June 30<sup>th</sup> deadline. Dotty explained there has been discussion of an extension to the grant that will include additional duties and responsibilities. The EDA Assisted Coal Communities grant of \$57,500 was proposed for this year. Dotty explained a small amount, approximately \$10,000, is CUPPAD's to retain while the remaining are pass through funds. Both revenues and expenses were found to be trending lower, while local membership is high

at 80%. **J. BEAUDO MOTIONED TO ACCEPT THE TREASURERS REPORT, SUPPORTED BY M. PERILLOUX; MOTION PASSES.**

## UNFINISHED BUSINESS

### 6.1 CUPPAD Bylaws

D. Lajoie and K. Vermaat provided a report on their recent meeting with attorney Wendy Marcotte. Key takeaways from the meeting included:

- **Roles:** Wendy recommended clear descriptions for various roles be drafted and included in the bylaws. Dotty drafted a description for the Executive Director role and asked Jill's permission to give Wendy the Treasurer's description Jill provided at a previous meeting.
- **Check Signing Procedures:** Wendy advised against including check signing policies and procedures directly within the bylaws. Her reasoning is that these procedures may need to be updated periodically. Keeping them as a separate policy allows for easier modification in the future.
  - **Check Signing/Debit Card/Electronic Payment Authorization:** Discussion ensued a need for improved internal controls and efficiency related to check signing and debit card purchases require assistance from the auditors to outline recommendations for best practices regarding signatures, debit card usage, authorization of purchases, etc.
- **Bonding:** Wendy addressed the question of including a surety bond requirement in the bylaws. While not legally mandated, she emphasized its importance and strongly advised including it. A key point of discussion involved determining who should be covered by the bond: the entire executive committee or just the individual(s) handling financial decisions. Upon completion of the bylaw's revisions, a draft will be forwarded to BKC Insurance for their recommendation on the appropriate party (or parties) for the surety bond.

The latest draft of the revised bylaws will be circulated to the Executive Committee for review. Wendy will finalize the bylaws by the July meeting, allowing review by the full Commission.

## EXECUTIVE DIRECTOR REPORT

Dotty LaJoye announced the employment of a new hire, Jessica Walter, to fill the vacant Associate Planner position. Jessica will be joining CUPPAD as a remote employee starting in July. Executive Committee members were given the opportunity to review Jessica's cover letter and resume. Dotty opened a discussion by soliciting ideas for presentations at the July Quarterly Regional Commission meeting. The committee reached a consensus to forego presentations in favor of having all CUPPAD staff attend the meeting for a "Meet & Greet" event.

**A MOTION TO ACCEPT THE EXECUTIVE DIRECTORS REPORT WAS MADE BY K. LIVERMORE; SUPPORTED BY D. OLSON; MOTION PASSES.**

## NEW BUSINESS

## ITEMS FROM THE EXECUTIVE COMMITTEE

D. Olson reported Dickinson County representatives may be changing after the upcoming election. He hopes participation and membership to CUPPAD will remain. The logging industry continues to decline.

M. Perilloux reported the city of Manistique is having some general fund balance issues. The City Clerk and City Treasurer positions have been vacated and the search is on for replacements. Schoolcraft county experienced a few issues with various dams and court cases dating back 50-60 years, but those have since been resolved and the county continues to sail on.

K. Livermore reported that the Alger County Road Commission will be closing Trail 422 due to a 0.8-mile portion running on H-58. The Road Commission no longer wants that on the road due to the cost of repair after wear and tear. The closure will heavily impact Alger County tourism. Munising Marketplace is starting from the beginning with a Marketplace Advisory Committee. Hanley Airport is proving to be a success and will be hosting Hanley Fun Day on July 13<sup>th</sup>.

K. Vermaat reported Marquette County is working on the Climate Action Plan. The City of Marquette Master Plan has a few items garnering a lot of attention.

J. Malnar reported Billerud scheduled a meeting with the Delta County Chair, Vice Chair, and Administrator to discuss plans to spend tens of millions of dollars updating the woodyard. Veteran's VCO millage will be on the ballot in November. An expansion at Fuller Park for day use was approved with an allotment of \$75,000. The improvement will include a pavilion and bathrooms. The FAA inspection resulted in a perfect record for the administration.

J. Beaudou reported that the LPGA tournament was a success. The convention center at the casino will be expanded by next year. Construction continues on the Administration/Health Center building. Moving into the new facility should be completed in September.

T. Karlstrom reported work continues with MSHDA housing rehab grant. One Marquette contractor took advantage of the lead-based paint training. The SPARK grant is moving forward with Bill Sanders replacing Julia. Co-applicant with Marq-Tran for the Shared Streets and Spaces grant which will be announced in August. Marquette County hazard mitigation plan will be due next year. Working with Superior Watershed Partnerships and after obtaining MDARD funding, renovations are occurring at Sugar Loaf.

ADJOURNMENT

The Chair adjourned the meeting at 3:29 P.M.

**D. OLSON MOTIONED TO ADJOURN THE MEETING, SUPPORTED BY J. MALNAR; MOTION PASSES.**

*Minutes prepared by Rachel Johns*