

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

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

CUPPAD Office
2950 College Ave, Escanaba

PRESENT

Thyra Karlstrom, Marquette County
Kelly Livermore, Alger County
Jill Beaudou, Hannahville Indian Community
Peter Kleiman, Menominee County Townships
Denny Olson, Breitung Township
Kathy Vermaat, Marquette County

ABSENT

Mike Perilloux, Schoolcraft County
John Malnar, Delta County

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

Dotty Lajoye requested edits to the agenda include two New Business items:
8.2 Emily Soucy – Full-time employee
8.3 FY25 Budget

P. KLEIMAN MOTIONED TO APPROVE THE AGENDA WITH SAID EDITS, SUPPORTED BY K. LIVERMORE; MOTION PASSES.

PUBLIC COMMENT

ACCEPTANCE OF THE MINUTES

P. KLEIMAN MOTIONED TO APPROVE THE EXECUTIVE COMMITTEE MEETING MINUTES FROM JUNE 26,2024, SUPPORTED BY K. VERMAAT; MOTION PASSES.

P. KLEIMAN MOTIONED TO ACCEPT THE REGIONAL QUARTERLY COMMISSION MEETING MINUTES FROM JULY 26,2024, SUPPORTED BY J. BEAUDO; MOTION PASSES.

TREASURERS REPORT

Jill Beaudo Jill reviewed the Treasurer's report and noted that there are only a few days remaining before the start of the new fiscal year. While a few contracts exceeded their budgets, the overall dollar amounts are relatively small. The contract of most concern is the MSHDA contract. Initially the expectation was to complete \$100,000 worth of work, however the contract is currently only at \$78,000. Dotty expressed confusion about the lack of additional time charged to the contract. She suggested that after finalizing the FSRs, it might be necessary to adjust the contract to account for ongoing work and ensure accurate billing. Dotty will consult with Ryan Soucy to discuss the amount of work that can be completed before the end of the fiscal year. This information will help determine if any adjustments to the contract are necessary. Jill noted that the budget includes a line item of \$5,000 for printing expenses. She inquired whether there are any significant printing costs anticipated in the near future, as only \$900 has been spent to date. Jill inquired about a \$288.18 bank activity listed on the deposits. CFO Michelle Viau informed her that this amount represents bank account interest. **D. OLSON MOTIONED TO ACCEPT THE TREASURERS REPORT, SUPPORTED BY J. BEAUDO; MOTION PASSES.**

UNFINISHED BUSINESS

6.1 CUPPAD Bylaws

Dotty Lajoie asked for final comments or suggestions regarding the bylaws rewrite. T. Karlstrom proposed changing the use of pronouns "his/her" throughout the bylaws to the gender-neutral pronoun "they." The committee was encouraged to recommend the adoption of the newly amended bylaws to the full Commission. The requirement for bylaws to be sent to the full Commission 15 days prior to the next meeting was noted. It was decided that the bylaws would be mailed via USPS immediately following the conclusion of this meeting. In addition, D. Lajoie provided a brief update on the bonding process. Additional insurance coverage has been explored to protect Executive Committee members and all CUPPAD staff from errors, omissions, and crime. This comprehensive coverage will result in an annual insurance increase of \$156.

K. LIVERMORE MOTIONED TO ACCEPT THE FINAL EDITS TO THE CUPPAD BYLAWS AND MOVE FORWARD WITH THE RECOMMENDATION FOR ADOPTION TO THE REGIONAL QUARTERLY COMMISSION, SUPPORTED BY P. KLEIMAN; MOTION PASSES.

EXECUTIVE DIRECTOR REPORT

Dotty LaJoye announced that we have become provisional partners in the MITTEN 24 Grant. This grant will provide \$857,000 over the next four years, with the majority being pass-through funds. However, CUPPAD will directly receive \$32,138.50. It is anticipated that the grant will begin in November or December.

David Ollila, a current Marquette resident, submitted a FOIA request to CUPPAD requesting copies of emails or any portion of an email containing his name, Innovate Marquette, or Shop

House Park. In response to his request, Dotty compiled a total of 32 emails onto a thumb drive. The thumb drive was personally delivered to Mr. Ollila's home.

CUPPAD is working with the Michigan Department of Health & Human Services, Public Health Delta & Menominee Counties, and UP Home Builders to schedule a winter session of lead-based paint training. The date and time will be determined based on interest.

Jessica Walter is assisting Brampton Township in the planning process for a dilapidated playground project that has become an insurance issue.

A meeting was held with the state demographer to discuss the Census 2020 data. The demographer provided a wealth of information regarding the data. Dotty will be formally inviting her to present to the full commission in summer 2025.

Dotty asked the Executive Committee for recommendations of presenters for the upcoming October Quarterly Commission Meeting. K. Livermore suggested asking Antonio Adan to return to the meeting to provide more details on housing in the Upper Peninsula. If Antonio is unavailable, Ryan Carrig will be invited to present on the history of CUPPAD.

A MOTION TO ACCEPT THE EXECUTIVE DIRECTORS REPORT WAS MADE BY P. KLEIMAN; SUPPORTED BY K. LIVERMORE; MOTION PASSES.

NEW BUSINESS

8.1 FY25 Meeting Schedule – **D. OLSON MOTIONED TO APPROVE THE FY25 MEETING SCHEDULE; SUPPORTED BY P. KLEIMAN; MOTION PASSES.**

8.2 Emily Soucy – Emily has been a valuable contractual employee at CUPPAD since 2019. Her role has evolved significantly over the years, expanding from Communications Specialist to include the completion of various Master and Recreation plans. Emily demonstrated her commitment to professional development by successfully completing the Citizens Planners course and expressing her intention to attend the Michigan Association of Planning Conference. Dotty proposed hiring Emily as a full-time employee effective October 1st, with a starting hourly rate of \$25. **D. OLSON MOTIONED TO HIRE EMILY SOUCY AS A FULL-TIME CUPPAD EMPLOYEE; SUPPORTED BY P. KLEIMAN; MOTION PASSES.**

8.3 FY 25 Budget – CFO, M. Viau, presented two proposed versions of the fiscal year 2025 budget to the committee. Both versions include Emily as a full-time employee.

The first draft includes an estimate of the remaining funds from ongoing contracts, which are budgeted as revenue. This, combined with contractual expenses and estimated unexpected costs (such as legal fees), results in a budget increase of \$18,000.

The second version of the proposed budget is identical to the first, except for a 5% wage increase for all CUPPAD staff.

This increase would result in a budget increase of \$19,000.

If no additional contracts are signed during fiscal year 2025, the fund balance would be projected to have a loss of \$1,000. **K. LIVERMORE MOTIONED TO ADOPT THE PROPOSED BUDGET THAT INCLUDES A 5% INCREASE FOR ALL CUPPAD STAFF; SUPPORTED BY K. VERMAAT; MOTION PASSES.**

ITEMS FROM THE EXECUTIVE COMMITTEE

P. Kleiman reported things are good at the county level; however, there are many changes happening throughout the townships.

D. Olson informed the committee that the county continues to experience significant challenges. The current representatives are striving to accomplish as much as possible before the transition to new leadership.

K. Livermore provided a positive update on county operations, noting strong meeting attendance and positive citizen feedback. She also informed the committee that the Marketplace initiative remains ongoing. On a personal note, Kelly shared her recent achievement of becoming a homeowner, a significant accomplishment amidst the current housing market challenges.

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. She is being considered to serve on the board for Materials Management and is hoping to have an answer next week. . Kathy expressed her gratitude to Jill for compiling the treasurer's report each month which makes it easier for the rest of the committee to review and ask questions during the meeting.

J. Beaudo reported that the Administration/Health Center building is nearing completion with hopes of it being finished by the end of the year. The casino is expanding the convention center to accommodate larger events. The improvement is scheduled to be finished by the summer of 2025.

T. Karlstrom reported being busy with the EPA Community Change Grant for KI Sawyer and is hoping to have a draft application submitted in October. This grant has the potential to be upwards of \$10 - \$20 million for community type projects. Marquette county's hazard mitigation plan is approaching its expiration, prompting the search for funding.

ADJOURNMENT

The Chair adjourned the meeting at 3:48 P.M.

K. LIVERMORE MOTIONED TO ADJOURN THE MEETING, SUPPORTED BY D. OLSON; MOTION PASSES.

Minutes prepared by Rachel Johns