

**CUPPAD REGIONAL COMMISSION**

**Quarterly Meeting**

**Meeting Minutes**

October 25, 2024

Delta County Boardroom, Escanaba, MI

12:30pm ET

Zoom and call options

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MEMBERS PRESENT

Thyra Karlstrom, Marquette County Member at Large\*  
Kelly Livermore, Alger County Board\*  
Peter Kleiman, Menominee County Townships\*  
John Malnar, Delta County Board\*  
Kathy Vermaat, Marquette County Planning Commission\*  
Pam Johnson, Alger County Planning Commission  
Mike Stelmaszek, Dickinson County Cities  
Jeff Carlson, Menominee County Planning Commission  
Connie Westrich, Menominee County Member at Large  
John Denholm, Delta County Planning Commission  
Emily Leach, Marquette County Member at Large  
Myra Croasdell (designated alternate), Delta County Member at Large  
Joe Stephens, Dickinson County Board  
Amber Butterfield, Dickinson County Planning Commission  
Dean Seaburg, Alger County Member at Large  
Kristin Thornton, Marquette County Townships  
Brue Birr, Schoolcraft County Board

MEMBERS ABSENT

Denny Olson, Dickinson County Townships\*  
Jill Beaudo, Hannahville Indian Community\*  
Mike Perilloux, Schoolcraft County Cities\*  
Kathy Reynolds, Alger County Cities  
Grant Getschow, Marquette County Cities  
Dan Rushford, Alger County Villages  
Zak Aubert, Menominee County Cities  
Randy Gorecki, Delta County Townships  
Joe Derocha, Marquette County Board  
Matt Jensen, Delta County Member at Large

\*Denotes Executive Committee Member

OTHERS PRESENT

Dotty Lajoie, Executive Director, CUPPAD  
Ryan Carrig, Community Planner, CUPPAD  
Mike Tripp, GIS Coordinator, CUPPAD  
Rachel Johns, Administrative Assistant, CUPPAD  
Michelle Viau, CFO, UP Michigan Works!

MEMBERS PRESENT BY ZOOM OR CONFERENCE CALL

Michelle Doucette, Alger County Townships

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.

APPROVAL OF THE AGENDA

**MOTION TO ACCEPT THE AGENDA WAS MADE BY P. KLEIMAN, SUPPORTED BY K. THORTON; MOTION CARRIED.**

ACCEPTANCE OF THE MINUTES

**MOTION TO ACCEPT THE MINUTES OF THE JULY 26, 2024, REGIONAL COMMISSION QUARTERLY MEETING BY P. KLEIMAN, SUPPORTED BY E. LEACH; MOTION CARRIED. MOTION TO ACCEPT THE MINUTES OF THE SEPTEMBER 26, 2024, CUPPAD EXECUTIVE COMMITTEE MEETING BY J. MALNAR, SUPPORTED BY K. VERMAAT; MOTION CARRIED.**

TREASURER'S REPORT

M. Viau presented the Treasurer's Report, which showed a cash basis report with an end-of-year cash balance of \$82,000. While this balance is slightly lower than the desired level, two EDA payments were received on the day of the meeting. The Grant Balances Report outlines the life of each grant, its associated expenditures, and the progress made by staff on specific grant objectives. It's important to note that the budgeted revenues and expenditures within the report pertain solely to the current fiscal year. The report indicated that 97% of the budgeted amount has been expended. The final report presented was the Budget Report. This report compares budgeted amounts to actual expenditures, revealing that 98% of the budget has been utilized. All items will be finalized post-audit.

**MOTION TO APPROVE THE TREASURER'S REPORT WAS MADE BY K. LIVERMORE, SUPPORTED BY K. THORTON; MOTION CARRIED.**

EXECUTIVE DIRECTOR REPORT

D. Lajoie proposed the idea of utilizing a grant to hire an additional GIS staff member. This additional resource would assist in cleaning up the parcel layer. M. Tripp highlighted the challenges associated with using the current GIS software. He emphasized the errors present in

the parcel layer, which originated from digitizing CAD drawings without proper snapping of parcel lines. M. Tripp confirmed that the parcel layer can be cleaned up, potentially through coding or scripting to automate some tasks, but manual intervention will be necessary for most of the work.

The previously scheduled lead-based paint training dates for December have been changed. Ty Liggins from the Department of Health & Human Services, who oversees this training for Michigan, has recommended postponing the training until after the winter season. Dotty proposed scheduling one training session in January, with backup sessions in April to account for potential weather-related issues. However, she expressed concern about this plan due to MSHDA's recent opening of a rehabilitation grant for existing housing, which typically leads to a busy season for contractors starting in March/April. Dotty will continue to advocate for the training to be conducted in January or February.

The MEDC has recently released a funding opportunity for traditional downtowns, focusing on the rehabilitation of historic and existing buildings.

Dotty reminded the Commission that February 2025 is an election year for CUPPAD. She offered to attend county board meetings, township meetings, or other relevant events to explain the election process and the services offered by CUPPAD.

Ryan Carrig provided an update on the status of materials management. All counties have appointed members which will hold their first meeting on Wednesday, October 30th. During this meeting, the Materials Management Planning Committee will be established to form the bylaws and organizational structure. EGLE has released the format for materials management plans, providing clarity on the expected content and submission deadlines. However, the grant funding, program details, and fund disbursement mechanisms have not yet been finalized. EGLE is considering extending the January 1st deadline for work programs related to the plans, but this extension would not have an impact on the overall three-year timeline for plan completion. There is a possibility of a 90-day extension to the grant program deadline, which could push the deadline to March.

MDOT issued a call for projects for state and federal aid-funded road projects for Fiscal Years 26-29. Approximately \$2 million per year will be allocated to the three southern counties and the three northern counties. All counties must consider potential road projects for this timeframe, including those that may extend into 2029.

Additionally, work is ongoing for Master Plans for counties and townships.

**MOTION TO ACCPET THE EXECUTIVE DIRECTOR’S REPORT WAS MADE BY P. KLEIMAN, SUPPORTED BY J. STEPHENS; MOTION CARRIED.**

### New Business

F.1 FY25 Budget – D. Lajoie presented the FY 2025 budget prepared by CFO M. Viau. This budget was previously reviewed and approved by the Executive Committee, with a recommendation for adoption by the full Commission. The proposed budget includes a 5% salary increase for all staff. It was noted that the CUPPAD budget is a dynamic document, subject to adjustments as new contracts are added throughout the year. This flexibility allows for necessary amendments to the budget as needed.

**MOTION TO ADOPT FY25 BUDGET WAS MADE BY J. DENHOLM, SUPPORTED BY J. STEPHENS; MOTION CARRIED.**

### OLD BUSINESS

F. 2 CUPPAD Bylaws – The final amended draft was mailed to the Commission on October 4<sup>th</sup>, 2024, which met the 15-day pre-meeting requirement. No comments, questions, or feedback were received after the draft mailing. A resolution was read aloud to the Commission. A roll call vote was conducted, requiring a two-thirds majority vote of members present to pass the resolution.

**MOTION TO ADOPT THE AMENDED BYLAWS BY WAY OF RESOLUTION VOTE REQUIRING TWO-THIRDS MAJORITY VOTE WAS MADE BY STEMALCZEK, SUPPORT BY K. THORTON; MOTION CARRIED.**

### PRESENTATIONS

Ryan C. provided the Commission with a comprehensive historical overview of CUPPAD and its origins.

### COMMISSIONER UPDATES

J. Carlson informed the Commission that the American Legion Post in Stephenson, Michigan, recently purchased a closed elementary school for \$43.00. A committee has been formed to determine the best use for the structurally sound building, which currently has interior damage due to lack of weatherization.

K. Vermaat clarified a misunderstanding regarding the two-thirds voting requirement. She emphasized that this requirement applies to two-thirds of the members present at the meeting.

### NEXT MEETINGS

Executive Committee meeting- November 21, 2024, at 2:00PM

Quarterly Regional Commission meeting- February 28, 2025, at 12:30 - Lunch is served at noon.

**MOTION TO ADJOURN THE MEETING BY J. MALNAR, SUPPORT BY K. LIVERMORE; MOTION CARRIED.**

Meeting adjourned at 1:46 pm.

*Minutes provided by Rachel Johns*