

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

January 23, 2025
12:00 p.m. EDT

CUPPAD Office
2950 College Ave, Escanaba
Zoom option

PRESENT

Thyra Karlstrom, Marquette County
Kelly Livermore, Alger County
Mike Perilloux, Schoolcraft County
John Malnar, Delta County
Peter Kleiman, Menominee County Townships
Kathy Vermaat, Marquette County, *Present via Zoom

ABSENT

Jill Beaudou, Hannahville Indian Community
Denny Olson, Breitung Township

OTHERS PRESENT

Dotty LaJoye, Executive Director, CUPPAD
Ryan Carrig, Community Planner, CUPPAD
Rachel Johns, Administrative Assistant, CUPPAD
Michelle Via, CFO, UP Michigan Works

CALL TO ORDER

The meeting was called to order at 12:34 pm by T. Karlstrom. Roll call was taken, and a quorum was present.

APPROVAL OF AGENDA

J. MALNAR MOTIONED TO APPROVE THE AGENDA, SUPPORTED BY P. KLEIMAN; MOTION PASSES.

PUBLIC COMMENT

ACCEPTANCE OF THE MINUTES

P. KLEIMAN MOTIONED TO APPROVE THE EXECUTIVE COMMITTEE MEETING MINUTES FROM SEPTEMBER 26, 2024, SUPPORTED BY M. PERILLOUX; MOTION PASSES.

J. MALNAR MOTIONED TO ACCEPT THE REGIONAL QUARTERLY COMMISSION MEETING MINUTES FROM OCTOBER 25, 2024, SUPPORTED BY P. KLEIMAN; MOTION PASSES.

TREASURERS REPORT

Michigan Works CFO, Michelle Viau, presented the Treasurer's Report, which included all deposits for the months October, November and December. The majority of these deposits consisted of membership dues receipts. Michelle reported two new local contracts added to the Budget Report, Maple Ridge Township Recreation Plan and Bark River Township Master Plan update. The following adjustments were made to Expenditures: a contractual line item for Helen DeMarsh and the MDOT Paser Rating budget amount was increased from \$50,000 to \$69,750. This increase was budgeted as local agency reimbursements for the time being. Michelle noted that future local contracts will contribute to a net increase in the budget. Regarding the Grant Balances sheet, Michelle clarified that any contracts displayed in gray are completed and will be removed from the report in the coming months. She noted that approximately 20% of the budget has been spent through the fiscal year, which is currently at 25% completion.

P. KLEIMAN MOTIONED TO ACCEPT THE TREASURERS REPORT, SUPPORTED BY J. MALNAR; MOTION PASSES.

UNFINISHED BUSINESS

EXECUTIVE DIRECTOR REPORT

Dotty Lajoie reported three local government units require second dues notice reminders, as they have historically paid their dues. With the collection of these outstanding payments, the organization anticipates being in good standing with nearly all regular members paid.

The EDA has been reauthorized after operating under the same resolution for the past 18 years. This reauthorization will result in an increase in their base grant funding from 50% to 60%. Dotty noted CUPPAD has previously qualified for 70% funding due to its status as a distressed area.

Ryan Soucy will be utilizing the remaining funds from the Regional Housing Partnership Program to sponsor attendance at Community Economic Development Association of Michigan (CEDAM) workshops.

Training opportunities available to new board members include:

MSU Extension Citizen Planner Course - This classroom-style certification program will be held at the Escanaba Township Hall on April 10th, 17th, 27th, May 1st, 8th, and 15th from 6-9 pm. CUPPAD is sponsoring the training with a contribution of \$3,000, reducing the cost per person to \$125.

Michigan Association of Planning Workshop – The City of Marquette will host a one-day workshop tentatively scheduled for May 14th at the NMU Conference Center. The workshop will cover topics such as Getting the most out of your Master Plan, Board/Committee Risk Management, Roles and Responsibilities of the Planning Commission versus Elected Officials.

Renewable Energy Siting Law Workshops – The University of Michigan is offering workshops for local officials and planning professionals regarding Michigan's new renewable energy siting law, PA 233. The dates being considered are March 13th and 14th, with the location to be

determined. One workshop will be targeted toward local officials, and another for planners and zoning administrators.

Lead Abatement Training – Lead abatement training will be held on January 27th at 8:00 AM at the Marquette Michigan Works building.

Ryan Carrig provided an update on the State of Michigan's materials management program. He reported that funding requirements, originally due on December 24, 2024, were released as guidance on January 2, 2025. An extension was requested due to the discrepancy between the released guidance and previously communicated information. Ryan noted that this issue was raised multiple times with EGLE by representatives from all 40 DPAs in the state. EGLE has maintained its position on certain aspects of the guidelines, while indicating that updated guidance will be provided for other areas. The program has been officially transitioned from a full disbursement of funds to counties to a reimbursement-based program. EGLE has advised that implementation funding for the first year is primarily for plan development, and that while these funds will be available annually, any unused portion from this year will carry over to the following year's allocation. Currently, the program is in a holding pattern pending further clarification from EGLE regarding implementation details. It was emphasized that the current program guidelines are excessively vague, generating more questions than answers, a sentiment shared statewide. The work program deadline is April 8th. Upon approval from EGLE, counties will be able to submit reimbursement requests. To the best of their knowledge, any costs incurred by counties for CUPPAD services under these guidelines will be reimbursed.

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

NEW BUSINESS

8.1 New Hire – Helen DeMarsh contacted Dotty in early December seeking employment. Following a review of her resume, which highlighted two years of experience in GIS work, including parcel creation and editing, CUPPAD entered into a contract with Ms. DeMarsh. The contract covers the period from December 17, 2024, to February 3, 2025, for 25 hours per week at \$40 per hour, totaling 175 hours. It was noted that the contract dates were adjusted due to the holiday period. Dotty Lajoie requested the Committee's recommendation to offer Ms. DeMarsh a full-time position upon completion of her contract. The Committee determined that without a specific hourly rate and full information regarding the budget's capacity to absorb the cost of an additional full-time employee, they could not make a recommendation at this time. T. Karlstrom suggested a contract extension through March to allow the Committee additional time for budget review and discussion regarding the possibility of offering a full-time position after the March Executive Committee meeting.

8.2 Check Signing Policy – The Executive Committee reviewed the updated check signing policy, which was revised to align with the recently adopted bylaws. Committee members discussed the policy, noting the following key points: the bylaws permit the delegation of officer duties, oversight of bills and expenditures is transparent, and the policy includes a

provision for annual review, allowing for adjustments to address any specific aspects that are or are not functioning effectively.

P. KLEIMAN MADE A MOTION TO CONDUCT A ROLL CALL VOTE TO ADOPT THE CHECK SIGNING POLICY; SUPPORTED BY M. PERILLOUX; MOTION PASSES.

NEXT MEETING DATE: Quarterly Regional Commission Meeting – The next meeting will be held on Friday, February 28, 2025, with the Election of Officers and Regional Commissioners.

ITEMS FROM THE EXECUTIVE COMMITTEE

J. Malnar reported that Delta County is taking their time in their search for an airport administrator. The salary range has increased to \$75,000 - \$85,000 based on qualifications. Mr. Malnar also notified the Committee that he will be absent from the next Regional Commission meeting due to travel to Washington.

T. Karlstrom reported the Marquette County Administrator is retiring February 28, 2025.

M. Perilloux reported the Schoolcraft County Hospital CEO will be leaving.

K. Livermore shared that Alger County is off to a quiet start of 2025. On a personal note, she shared that her family recently experienced a scare with carbon monoxide poisoning. They were able to secure alternate lodging while their home's furnace was replaced. Happily, Kelly and her family are all safe and well.

ADJOURNMENT

The Chair adjourned the meeting at 2:06 P.M.

P. KLEIMAN MOTIONED TO ADJOURN THE MEETING, SUPPORTED BY J. MALNAR; MOTION PASSES.

Minutes prepared by Rachel Johns