

Eastern UP Regional Planning & Development Commission
Board Meeting
Maple Ridge Restaurant, Eckerman, MI
February 1, 2007

Present: Bill Ferguson, Greg Zimmerman, Jim Hendricks, Bernie LaJoie, Mike Patrick, Rodney Richards

Staff present: John Campbell, Ellen Benoit, Jeff Hagan, Nathan Fazer
Other: Sue Bowlby – Anderson Tackman

Chairman Richards called the meeting to order at 6:30 p.m.

Approval of the minutes of the November 1, 2006 EUPRPDC meeting, motion by Commissioner LaJoie to accept these minutes, supported by Commissioner Hendricks. Motion carried unanimously.

Audit Report – Sue Bowlby, Anderson Tackman

Mrs. Bowlby presented the fiscal year 2006 audit report for the Commission. She indicated that she was very pleased with the performance of the Commission this past year and their ability to secure additional grant funds for projects throughout the Region. A detailed report and discussion of various elements of the Audit ensued. Mrs. Bowlby indicated several items that need to be addressed by the Board, as described below:

Lease Agreement: The Commission does not have a signed lease agreement for space costs from the Community Action Agency. Federal regulations require that all rental agreements be in written form.
Status: No Change

Cash in lieu of Health Insurance: The Commission needs to formalize its policy regarding cash in lieu of health insurance as part of its personnel policies. *Status: Policy created and presented later in this meeting.*

Board Directives: The Board needs to formally approve all expenditures or appoint a board member to do so on its behalf prior to any expenditure payments made. The Board needs to formally approve any changes in check signatures on the account. *Status: Policy will be developed.*

Revenues: The Commission is not separating out Federal and State Revenues on the financial statements. Care must be taken to properly record revenues by source.

Cafeteria Plan: A few balances are remaining in the company cafeteria plan which should either be liquidated or revered back to the Commission. The Commission may want to consider alternative plans for future expenses. *Status: Any remaining balances must be liquidated by December 31, 2007. Commission intends to enter into a plan for dental and vision care in the future.*

A copy of the Commission's audit report is available at the Regional Planning offices or by visiting the State of Michigan's Treasury website. www.michigan.gov/treasury

Financial Reports – Ellen Benoit

Motion by Commissioner Hendricks, supported by Commission LaJoie to accept the financial report as given. Motion carried unanimously.

Transportation Reports

Bike Map Project – Ellen Benoit

Commissioner Zimmerman indicated that the U.P. needs to be promoted better for cycling there are many areas to both cycle and mountain bike.

Tahquamenon Scenic Heritage Route – Jeff Hagan

Work continues to move forward on the Tahquamenon Scenic Heritage Route Management Plan for M-123. Map to be included in the plan are in the process of undergoing a series of final updates, incorporating many comments from the committee and concerned citizens. Narrative portions of the plan are currently underway, and we will be holding a meeting on February 13th in Newberry to review the first three sections.

We are also preparing to submit for grant funding to create 3 informational turn off points throughout the corridor with funding through the Federal Scenic Byways program. The proposal if successful would be funded by the feds but these funds will be allocated to the state DOT and then to individual projects statewide.

Asset Management – Nathan Fazer

Commission was updated on several events scheduled for the coming months with regard to the Asset Management program. PASER training will be offered statewide beginning in March, Internet Reporting Training will also be conducted this spring and there will be an Asset Management Conference in Marquette in May. Mr. Fazer met with two communities to complete their internet reporting.

Bridge Study – Jeff Hagan

URS, Inc, the consultant on this project conducted two public input hearings during the month of December, one with key stakeholders within the two project areas (3 Mile and Easterday Ave.) and a second with the general public. Both were well attended. Public comments were accepted until January 2nd, 2 were received and that information was then turned over to URS for inclusion in the final report. We received an email from Libby Tomlinson at URS today and the final draft is awaiting insertion of the Safety Study on the Mackinac Trail/3 Mile/Business Spur intersection, into the appendices, once that is completed the final copies will be sent out.

Economic Development

Continue to work with the DeTour Area EDC in their efforts to develop an industrial park within Village limits, currently a portion of the site has been cleared and a driveway entrance excavated using Rural Business Enterprise Grant funding from USDA. We have had several conversations with EDA regarding the potential for funding of the necessary infrastructure to support the park; however, at this time EDA is only looking at projects with job creation in excess of 50 jobs. CDBG is also an option, but the EDC needs to get firm commitments from the prospective 4-6 companies looking to locate to the park if it is developed.

Bay Mills Indian Community was recently awarded a \$900,000 grant from EDC to construct the Great Lakes Composites Institute a research and development leg of their thermoplastics endeavor. Likewise, we attempted to work with tribal officials on a building rehab project at the County EDC but talks broke down when the MSF Board requested that the Tribe sign a 10 year lease agreement with the County for the building.

Director's Report – John Campbell

Director Campbell discussed the current and recommended changes to the EUP Regional Solid Waste Planning Committee; currently waste management holds 3 of the 4 positions for representation from the Solid Waste industry. The Michigan DEQ has indicated that our Regional Solid Waste committee must

be composed of 14 members, in the past Regional Committees were allowed to hold no more than 24 members, we had 16. That is no longer the case, and since most everyone's terms have expired, new appointments were recommended as follows:

Representatives from Solid Waste Industry:

1. Tim Harrow – Dafter Sanitary Landfill
2. **Bill Glime – Newberry DPW**
3. **Bruce Zimmerman – City of Mackinac Island DPW**
4. Cal Lofdahl – Chippewa County Recycling Center

One representative from an industrial waste generator:

1. **Mike Soder – Curtis business owner**

Two representatives from environmental interest groups from organizations currently active within the County:

1. Diane Meyer – Three Lakes Chapter of the Sierra Club
2. Mike Ripley – St. Mary's River BPAC

One representative from County Government. All government representatives shall be elected officials or a designee of an elected official:

1. Bernard LaJoie, Chippewa County Board of Commissioners

One representative from Township government:

1. Jim Durm – Moran Township

One representative from City Government:

1. Jim Hendricks – City of Sault Ste. Marie EDC/Planning Department

One representative from the regional solid waste planning agency:

1. John Campbell – EUPRPDC

Three representatives from the general public who reside within the Region:

1. Rodney Richards, Luce County
2. **Eugene Ross*, Chippewa County**
3. Aaron Hooper, Chippewa County

New members

*potential replacement is Frank Harness of Cedarville

Motion by Commission LaJoie to accept the recommended changes to the EUP Regional Solid Waste Planning Commission, on 2 year terms, taking into account Commissioner Patrick's recommendation that Frank Harness of Cedarville be appointed to replace Eugene Ross as a general public representative, contingent upon Mr. Harness acceptance. Supported by Commissioner Patrick. Motion carried unanimously.

Election of Officers:

Motion to re-elect Rodney Richards as Chairman of the Board, by Commissioner LaJoie, supported by Commissioner Hendricks.

Motion to elect Dawn Nelson as the Vice-Chair of the Board by Commissioner Patrick, supported by Commissioner LaJoie

Motion to re-elect Jim Hendricks as the board Secretary, by Commission LaJoie, supported by Commissioner Patrick.

Motion to re-elect Bernard LaJoie as board Treasurer, by Commissioner Ferguson, supported by Commissioner Patrick.

Motions carried unanimously for each elected officer.

Policy Changes – John Campbell

Director Campbell discussed with the board several policy changes that staff have worked on during the past few months, changes were presented to the board on the following items:

Funeral leave – definition of immediate family was added (parents, in-laws, spouse, grandparents, siblings or children).

Holidays – the following Holidays were added – New Year’s Eve Day, Martin Luther King Day, Thanksgiving Friday and Christmas Eve Day.

Hospitalization:

Payment in Lieu of Medical Insurance

The Commission will compensate full-time employees \$2,400 annually (\$200 per month) if the employee elects to take on medical coverage on their spouses plan, and there is no out-of-pocket expense to participate in the spouses plan (i.e. it is 100% paid for by the employer).

The Commission will compensate full-time employees who elect to take on medical coverage under their spouses plan that is no 100% covered by the employer, in an amount equal to that of their out-of-pocket expense for the coverage, plus an additional \$2,400 annually, up to the amount that it would cost the Commission if the employee chose medical coverage through the Agency, but not to exceed that amount. The out-of-pocket expense amount must be documented and verified to be eligible for reimbursement.

All payments in lieu of medical insurance will be paid through the employees payroll check and is a taxable benefit subject to FICA, federal and state taxes.

VISION:

Full-time employees may choose to enroll in the Agency’s Blue Cross/Blue Shield Vision plan, which is paid in full by the Commission.

DENTAL:

Full-time employees may choose to enroll in the Agency’s Blue Cross/Blue Shield Dental plan, which is paid in full by the Commission.

During the transition period of switching from the Cafeteria Plan to the Vision and Dental Insurance employees are allowed to be reimbursed for qualified expenses under these plans, from a 12 month period prior to and a 6 month period following the date of change, with proper documentation. All remaining funds in these accounts after the 6 month period are to revert back to the Commission.

Commissioner Hendricks inquired about the ability of staff to provide a summary of what actions the board needs to approve and what actions staff can approve (such as bills to be paid, etc.).

Annual Salary Review:

Director Campbell recommended \$1,000 increases to each staff member (excluding the Director), retroactive to October 1, 2006. Motion by Commissioner LaJoie to accept this recommendation and review salaries again at the next Board meeting, supported by Commissioner Hendricks. Motion carried unanimously.

Motion to adjourn by Commissioner Ferguson, supported by Commissioner Zimmerman. Meeting adjourned at 8:40 p.m.