

Eastern U.P. Regional Planning & Development Commission  
Executive Committee Meeting

Monday, December 14, 2020 – 9:00 a.m.

Virtual Zoom Meeting

Video: <https://eupschools.zoom.us/j/2796102468>

Telephone: 1 (312) 626-6799; Meeting ID 2796102468#

**Attendance**

Dean Reid      Jim Moore      Jeff Holt      Mike Patrick      Richard Timmer

**Staff:**

Jeff Hagan      Kim Wilcox

**CALL TO ORDER**

The meeting was called to order at 9:00 a.m. by Chairman, J. Moore.

**APPROVAL OF AGENDA**

The agenda was approved as submitted following a motion by R. Timmer with support by M. Patrick.

**PUBLIC COMMENT**

There was no public comment addressed at this meeting.

**Financial Report/Program Updates**

Upon review of the financial report, CEO J. Hagan provided a brief overview of current program updates. It was noted that there could be additional EDA projects approved in the upcoming year. The Asset Management budget indicates that the funding for 2020 and 2021 are two separate allocations as the 2020 road ratings must be completed prior to the ratings for 2021. Following the overview, J. Holt moved to approve the Financial Report/Program Updates as presented. R. Timmer supported. Motion passed unanimously.

**New Business—Remote Work Policy**

Executive Committee Members reviewed the Remote Work Policy. CEO Hagan indicated that MIOSHA can impose a fine of up to \$7,000 if a business does not have a current policy covering remote working in place. The policy describes the option to telework as staff have been

working remotely to minimize the number of staff in the workplace where COVID-19 may spread. It also provides a rationale as to why some staff may have to occasionally work in the building. CEO Hagan indicated that this Remote Work Policy has been written as a long-term policy to allow remote work as an option after the Stay Home rules have expired. R. Timmer moved to approve the Remote Work Policy as submitted. M. Patrick supported. Motion approved unanimously.

### **New Business—Annual Compensation Review**

CEO Hagan presented recommendations for staff salary adjustments for consideration. It was noted that the last increase for staff occurred in 2018. Staff members hired this year are not included in the recommended salary adjustments. Cost of Living, MAR salary surveys, and job descriptions were considered in formulating the recommendations. CEO Hagan also requested that Members consider a one-time employee incentive payment of \$1,000 for the staff employed as of March 16, 2020 and \$450 for the staff member employed after July 1, 2020. This incentive request would be to express appreciation for their ongoing dedication and professional response to remote working during COVID-19. The staff who were hired in the last two months would not be eligible for this incentive payment. Following a brief discussion, R. Timmer moved to approve the employee incentive payment as presented and a cost-of-living increase of 3.5% for staff except for an 8% increase for the Executive Assistant to align the wages with the job description. Staff hired during 2020 would not be eligible for the cost-of-living increase. J. Holt supported. Motion passed unanimously.

### **New Business—Staff Internet Reimbursement—September, October, November**

As staff have been working remotely from their homes since the beginning of the Stay Home Order, CEO Hagan requested that staff be reimbursed for their internet fees. It was noted that the Executive Committee previously approved the reimbursement of staff internet fees for March through August and would like the Committee to consider approving internet reimbursement for September, October, and November. R. Timmer indicated that this is a fair request and moved to approve the reimbursement of staff internet costs. D. Reid supported. Motion passed unanimously.

### **New Business—Office Space Update**

As mentioned briefly at the last few meetings, CEO Hagan has been exploring options to determine if relocating the EUPRPDC office space would be feasible. The Sault Ste. Marie SmartZone has space available which would meet the needs of the Commission and includes some shared costs such as internet, copier, etc. A cost comparison between the current lease and the SmartZone Lease foresees an annual savings of approximately \$5,000. Although the SmartZone has some furniture available that can be utilized, cubicle dividers or desks may have to be purchased separately. There will be other one-time costs including the copier buyout, IT migration, desktop printers, and moving expenses. Funding for the one-time costs would be available with the EDA CARES grant and equipment budget. It is the hope to begin relocation

early February. CEO Hagan has discussed the potential relocation with Michigan Works as the current three-year lease was renewed in June 2019. Although it is not in writing, they have indicated that they will not retain the lease requirements for the remaining time left on the lease. J. Holt noted that Tracey Laitinen has been working entirely with CEO Hagan of the relocation options and pricing and he will abstain from voting due to his affiliation with the SmartZone. Upon further discussion, R. Timmer moved to proceed in a timely fashion to relocate to the Sault Ste. Marie SmartZone. M. Patrick supported. Motion passed with J. Holt abstaining.

#### **New Business—Copier Lease Information**

CEO Hagan updated the Committee on the copier lease with LCA Bank Corp. The current lease has ended and we are paying month-to-month on the device. Outreach was made to LCA to determine what options exist on the device, of which there are three: Purchase the unit at fair market value (FMV) for \$1,772.80 plus fees, return the device to LCA at the Commission's expense, which could be costly as LCA requires that the copier be shipped via a carrier that specializes in shipping copiers which would not be UPS or FEDEX, or we could continue to make payments for the next 21 months and would own the device outright. With the proposed move to the SmartZone, we do not have a need to retain this equipment. When contacted, Sault Printing expressed an interest in purchasing the device for whatever the FMV payment would be (not including fees), CEO Hagan recommended to move forward with initiating the buyout option and then selling the device to Sault Printing, at the FMV at that time (our monthly payments reduce the FMV each month a payment is made). M. Patrick moved to approve the option to proceed with the copier buyout and sale to Sault Printing. R. Timmer supported. Motion passed unanimously.

#### **New Business—Board Member Representative Appointments**

A list of Commission Board Members with terms ending January 2021 was reviewed. These members include: Chris Byrnes (City of St. Ignace), Mark Clymer (Mackinac County Township—Clark Township, Colleen Duflo (Private Sector—Luce County), Jeff Holt (Minority Representative), Brad Neumann (MSU Extension), Dean Reid (Private Sector—Mackinac County), and Richard Timmer (Private Sector—Chippewa County). It was noted that the members have been contacted to determine interest in reappointment. At this time, Jeff Holt, Brad Neumann, Richard Timmer, Dean Reid, and Mark Clymer have agreed to renew their appointments.

#### **New Business—Staffing Update**

CEO Hagan noted that Mary Ann Heidemann was recently hired as a Regional Planner. This part time position will assist with some of the activities of the CARES Act & Resiliency Plan and the Bay Mills Indian Community's Spirt Trail project, as well as other projects. Mary Ann will be working remotely 20 hours a week and has a wealth of knowledge with planning.

Katrina Harcourt was also hired as a Planner I. Katrina is a recent graduate of Florida Atlantic University, with a Bachelor of Urban and Regional Planning. She is currently residing in Florida and intends to move to this region when possible. As a Planner, she will be working on master plans and assisting with the Annual CEDS update as well as the Sault Tribe EDA project.

The Michigan Works! Intern, Jacqueline Purcell, will be hired in January as a part time GIS Tech as the Michigan Works internship will be completed on December 31, 2020.

The last staff update noted that Alicia Williams, GIS Technician and Planner, has moved from the area and will be ending her employment at EUPRPDC on December 31, 2020.

### **New Business—Audit Update**

It was mentioned that Anderson, Tackman recently completed the annual audit. There does not appear to be any major findings with a minor recommendation which may require an update to the Credit Card Policy. It is anticipated that the audit presentation will be scheduled for the Executive Committee meeting in March.

### **Member Updates**

There were no member updates at this meeting.

### **Adjournment**

The meeting adjourned at 10:05 a.m. following a motion by R. Timmer and support by M. Patrick.