

EUP REGIONAL PLANNING & DEVELOPMENT COMMISSION
Executive Committee Meeting
Wednesday, June 6, 2018 – 10:30 a.m.
EUPRPDC Office; Conference Room 2; 1118 E. Easterday Avenue
Sault Ste. Marie, MI 49783

Minutes

Call to Order

The EUP Regional Planning Development Commission Executive Committee meeting was called to order at 10:31 a.m.

Attendance

Joe Dobrowolski
Richard Timmer

Jeff Holt
John Waltman

Dean Reid

Staff

Jeff Hagan

Kim Wilcox

Approval of Agenda

J. Holt moved to approve the agenda as presented. D. Reid supported. Motion passed.

Public Comment

There was no public comment addressed at this meeting.

Old Business

a. **Drone Update**

It was noted that the recommended updates to the Drone Policy have been completed. An E-news blast was recently issued to promote the types of drone services available. The Request for Drone Services Form is available on the Regional Planning Website.

b. Asset Management Culvert Pilot Project

Jeff Hagan described the Asset Management Culvert Pilot Project which was awarded to various Michigan communities. In the Eastern Upper Peninsula, the Village of Newberry was selected for this pilot project to inventory the culverts in the village, approximately 13.9 miles. The role of Regional Planning is to administer the program and work with the local agency to purchase the required equipment. As Regional Planning Staff can perform this type of inventory, it is anticipated that the Village will contract with staff to inventory the culverts. MDOT wants the project to be completed by the end of July.

It was noted that as this project is currently a pilot program and may be expanded in the future.

New Business

a. Financial Report

Upon review, it was noted that there are currently no concerns.

D. Reid moved to approve the financial reports as submitted. J. Holt supported. Motion passed.

The Transportation Logistic study was highlighted to describe the potential bi-national opportunities that could be available.

b. Staffing Update

Brandon LaJoie was recently hired as an intern with EUPRPDC. Brandon has graduated from Lake Superior State University and is currently working on his master's degree at the University of Texas—El Paso. This position is a part-time summer position and he will be assisting on various projects.

Jeff Hagan indicated that he will be researching the possibility of a GIS Work Study position with Lake Superior State University.

c. UPWARD Talent Council MOU

It was noted that the current MOU with UPWARD Talent Council is in the process of being revised to reflect the elimination of shared services with the internet and email accounts.

The current lease ends June 2019 but requires notice of 30 days of any changes. UPWARD has indicated that they do not anticipate any changes at this time, but it could be a possibility especially due to the recent office design updates.

d. **Personnel Policy Amendment**

A proposed amendment to the personnel policy was reviewed as it was determined that clarification of the "Payout of Vacation Leave" was necessary. The recommended update to this section should reflect that employees need to maintain a minimum balance of 15 days of vacation leave to receive a payout of unused vacation leave and that the maximum amount to be approved would only be the hours above the required minimum balance of one-year vacation leave time. J. Holt moved to approve the personnel policy amendment as recommended. D. Reid supported. Motion passed.

e. **Member Updates**

D. Reid indicated that the Mackinac County Master Plan needs to be updated and would like to present an approximate cost for this service to the Planning Committee. Jeff Hagan indicated that this type of amendment cost would start at \$3100-\$3200 dependent on what needs to be updated.

J. Dobrowolski described a recent Lean Training recently held at the Smart Zone.

J. Holt provided an update of the Sault EDC and indicated that the Manufacturing Summit will be held on October 3 at the Soo Country Club.

Adjourn

The meeting adjourned at 11:47 a.m. upon a motion by J. Holt and support by D. Reid.