

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

EUPRPDC Office; 2345 Meridian; Sault Ste. Marie, Michigan

Wednesday, June 21, 2023

Attendance

Allison Watkins
Kelly Freeman

Dean Reid

Jeff Holt

Mike Patrick

Staff

Jeff Hagan Kim Wilcox

CALL TO ORDER

The meeting was called to order at 9:00 a.m. by M. Patrick.

ROLL CALL

Roll call was taken. It was noted that all members were present.

APPROVAL OF AGENDA

A revised agenda was distributed prior to the start of the meeting. The agenda was amended to include action items under New Business regarding an Authorized Signatory Designation— Regional Housing Plan and an approval request to Post for New Positions. The revised agenda was approved following a motion by K. Freeman with support by A. Watkins.

PUBLIC COMMENT

There was no public comment addressed at this meeting.

NEW BUSINESS

FINANCIAL UPDATE & PROGRAM REPORT

CEO J. Hagan provided a review of the financial report along with a general overview of current program updates. Overall, there are no areas of concern with the Financial Report as presented. D. Reid moved to approve the Financial Update/Program Report as presented. K. Freeman supported. The motion passed unanimously upon a roll call vote.

K. Freeman—Yes	M. Patrick—Yes	J. Holt—Yes	A. Watkins—Yes	D. Reid--Yes
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RESOLUTION—MDOT RURAL TRANSPORTATION MASTER PLANNING AGREEMENT

A resolution to designate CEO Jeff Hagan as the authorized signatory for the Master Planning Agreement between EDUPRPDC and MDOT was described. This designation would authorize J. Hagan to sign the required forms necessary to execute the contract for the Transportation Program for Fiscal Year 2024. J. Holt moved to approve the MDOT Rural Transportation Master Agreement Resolution as presented. A. Watkins supported. The motion passed unanimously upon a roll call vote.

A. Watkins—Yes	J. Holt—Yes	K. Freeman—Yes	M. Patrick—Yes	D. Reid—Yes
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AUTHORIZED SIGNATORY DESIGNATION—REGIONAL HOUSING PLAN

One of the items required for the Regional Housing Plan project is the completion of an authorized signature designation form to authorize CEO Hagan to sign the grant agreement and amendments and it also designates E. Benoit, Programs & Finance Manager, to submit payment requests from this Grant. The Resolution for the RHP grant and authorized signatory was approved by the EUPRPDC Board at the meeting held on May 3, 2023. J. Holt moved to approve the designations of J. Hagan and E. Benoit as noted. K. Freeman supported. The motion passed unanimously upon a roll call vote.

M. Patrick—Yes	D. Reid—Yes	A. Watkins—Yes	J. Holt—Yes	K. Freeman--Yes
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GRAYMONT PROJECT LETTER OF SUPPORT

CEO Hagan was asked to provide a Letter of Support for Graymont’s Rexton Project. He indicated that he has requested additional information on the project so that he may compose a letter of support upon approval of the Committee. Members indicated that Mackinac County and MEA have provided support letters for essential infrastructure updates to traverse to the facility. J. Holt moved for the approval of a letter of support from EUPRPDC for the Graymont Project pending receiving additional information. D. Reid supported. Motion passed unanimously upon a roll call vote.

D. Reid—Yes	A. Watkins—Yes	J. Holt—Yes	K. Freeman—Yes	M. Patrick--Yes
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POSTING FOR NEW JOB POSITIONS

CEO Hagan indicated that he would like to post job postings for a part-time Planner and a full-time Associate Planner. He noted that he has received notice from Mary Ann Heidemann of her intent to retire from her part-time position by the end of the summer. The full-time Associate Planner position was vacated upon the resignation of Mariah Goos. EUPRPDC has many projects, current and projected, which would allow for the replacement of these positions. D. Reid moved to approve the posting of job positions for new hires as recommended. K. Freeman supported. Motion passed unanimously upon a roll call vote.

M. Patrick—Yes	A. Watkins—Yes	J. Holt—Yes	D. Reid—Yes	K. Freeman--Yes
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MEMBER UPDATES

Jeff Holt: The SSM EDC Strategic Plan is in the final stages of completion and hopes to have a final draft soon. He also noted that two properties have been purchased in the air industrial park. The final item he mentioned was that the July 4 Fireworks will be launched at the SSM airport this year.

A Watkins: The zoning ordinance for the Village of Newberry is in its 1st Draft. Updates to the Master and Rec Plans will begin soon.

K. Freeman: Mentioned that an owner from a downtown business is applying for a blight elimination grant and has requested a letter of support from Regional Planning.

OLD BUSINESS

The next Executive Committee meeting will be held on September 20, 2023.

ADJOURNMENT

The meeting adjourned at 10:07 a.m. following a motion by D. Reid and support by A. Watkins.