

**Eastern U.P. Regional Planning & Development Commission  
Board Meeting**

**Wednesday, April 24, 2024; 9:00 a.m.**

**EUP Regional Planning & Development Office; Sault Ste. Marie, Michigan**

**Members Present**

Allison Watkins—Newberry Village	Bill Henry, Luce Co.
Brad Neumann, MSU Extension	Chris Olson, Chippewa Co.-Private Sector
Hunter Nostrant, Luce Co., Private	Jeff Holt, Minority Rep.
Jim Moore, Kinross Charter	Jim Traynor, Chippewa Co.
Jodi Kaiser, Mackinac County	Kelly Freeman, Sault Ste. Marie
Mike Patrick, Mackinac Co.-Private Sector	Richard Timmer, Chippewa Co.
Scott Marshall, City of St. Ignace	Gary Reid, Clark Twp. Alternate

**Guests**

Charles & Sherri Kruch, Reina Recycling

**Staff**

Jeff Hagan	Kim Wilcox	Nathan Coon	Seth Harris
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**CALL TO ORDER**

As the member sign-in registration form was circulating, the meeting was called to order at 9:00 a.m. by K. Freeman.

**PUBLIC COMMENT**

Charles and Sherri Kruch from Reina Recycling indicated that they were in attendance for an update of the Materials Management Plan process. Information on the status of this plan will be provided during the Director’s Report.

**AGENDA APPROVAL**

Prior to the approval of the agenda, it was noted that a Resolution of Recognition needs to be added to the agenda under New Business. M. Patrick moved to approve the agenda with the noted addition. R. Timmer supported. Motion passed.

**APPROVAL OF MINUTES: February 7, 2024, Board Minutes**

J. Holt moved to approve the February 7, 2024, EUPRPDC Board minutes as presented. M. Patrick supported. Motion passed.

**EXECUTIVE COMMITTEE ACTION ITEMS FROM MARCH 5, 2024**

- **2023 Audit**

At the Executive Committee meeting scheduled on March 5, 2024, Ken Talsma from Anderson, Tackman & Company provided a presentation of the EUP Regional Planning & Development Commission’s audit and financial statements for the fiscal year ending September 30, 2023. He noted that the audit indicates that the financial statements and reports follow the government auditing standards and is classified as an unmodified, clean audit. There were no findings. As a quorum was not present, the Executive Committee recommended that the EUP Regional Planning Board accept the 2023 Audit Report for fiscal year ending September 30, 2023. R. Timmer moved to approve the 2023 audit report for fiscal year ending September 30, 2023. G. Reid supported. Motion passed.

A. Watkins-Yes	B. Henry-Yes	C. Olson-Yes	H. Nostrant-Yes	J. Holt-Yes
J. Moore-Yes	J. Traynor-Yes	J. Kaiser-Yes	K. Freeman-Yes	M. Patrick-Yes
R. Timmer-Yes	S. Marshall-Yes	G. Reid-Yes		

- **Personnel—Annual Compensation Review**

The Executive Committee recommended a cost-of-living adjustment rate of 3.5% for staff. This cost-of-living adjustment would be allowable within the current fiscal year budget. J. Moore moved to concur with the Executive Committee recommendation and approve the 3.5% cost-of-living adjustment for staff members retroactive to January 1, 2024. M. Patrick supported. Motion passed on a roll call vote.

B. Henry-Yes	H. Nostrant-Yes	J. Moore-Yes	J. Kaiser-Yes	M. Patrick-Yes
S. Marshall-Yes	A. Watkins-Yes	C. Olson-Yes	J. Holt-Yes	J. Traynor-Yes
K. Freeman-Yes	R. Timmer-Yes	G. Reid-Yes		

- **GIS Coordinator**

CEO Hagan discussed the GIS Coordinator compensation request, the Board unanimously agreed with the Step increase proposal that was suggested by the Executive Committee, with Step 1 occurring on October 1, 2024 and Step 2 on April 1, 2025. Motion by J. Moore, supported by R. Timmer to approve the request as presented. Motion passed on a roll call vote.

C. Olson-Yes	A. Watkins-Yes	H. Nostrant-Yes	B. Henry-Yes	J. Holt-Yes
J. Traynor-Yes	K. Freeman-Yes	J. Moore-Yes	J. Kaiser-Yes	M. Patrick-Yes
G. Reid-Yes	R. Timmer-Yes	S. Marshall-Yes		

**EUPRPDC BOARD BYLAWS—AMENDMENT**

Upon review of the Bylaws, it was noted that an update to the Commission Meeting Travel Reimbursement rate should be adjusted from \$30.00 per meeting to \$45.00 per meeting. Any private sector representative appointed to the Commission can request reimbursement for the cost of travel to and from regular Commission Board meetings and Executive Committee meetings. J. Moore moved to approve the recommended Bylaw update to reflect an increase for Travel Reimbursement to \$45.00/meeting. H. Nostrant supported. Motion passed.

H. Nostrant-Yes	J. Traynor-Yes	J. Kaiser-Yes	R. Timmer-Yes	A. Watkins-Yes
J. Holt-Yes	J. Moore-Yes	G. Reid-Yes	C. Olson-Yes	B. Henry-Yes
K. Freeman-Yes	M. Patrick-Yes	S. Marshall-Yes		

**CONSENT AGENDA**

J. Moore moved to approve the consent agenda items which included the Financial Report and Program Updates. M. Patrick supported. Motion passed.

**NEW BUSINESS**

**Director’s Report**

CEO Hagan provided a PowerPoint presentation highlighting EUPRPDC projects including Materials Management, EDA Reauthorization, EDA Project Updates, and MSHDA Regional Housing.

**Resolution—CEDS Annual Performance Report--2024**

A resolution for the approval of the 2024 CEDS Annual Performance Report was provided to Board Members. This report is an update of the 2020 5-Year Plan describing the goals, objectives, and demographics and is available for review on the EUP Regional Planning website. The Regional Economic Development Advisory Collaborative (REDAC) reviewed the Report at their meeting on April 10. As this report requires approval of the EUPRPDC Board, J. Moore moved to approve the resolution for the adoption of the 2024 EUP Performance Report and continued designation of the EUP as an economic district. H. Nostrant supported. The motion passed unanimously upon a roll call vote.

G. Reid-Yes	C. Olson—Yes	H. Nostrant-Yes	J. Holt-Yes	J. Moore-Yes
B. Henry-Yes	M. Patrick-Yes	R. Timmer-Yes	J. Kaiser-Yes	A. Watkins-Yes
S. Marshall-Yes	K. Freeman-Yes	J. Traynor-Yes		

**Resolution—MERS Staff Purchase of Service Credit**

A staff member has submitted a request to buy five (5) years of service credit for the MERS retirement plan. It was noted that the staff member is responsible for this purchase and there is no cost to EUP Regional Planning. MERS indicated that this type of transaction is allowable upon approval from the EUP Regional Planning Board. J. Moore moved to approve the MERS

Staff Purchase of Service Credit Resolution as presented. M. Patrick supported. The motion passed unanimously upon a roll call vote.

J. Moore-Yes	J. Holt-Yes	H. Nostrant-Yes	C. Olson-Yes	G. Reid-Yes
A. Watkins-Yes	J. Kaiser-Yes	R. Timmer-Yes	M. Patrick-Yes	B. Henry-Yes
J. Traynor-Yes	K. Freeman-Yes	S. Marshall-Yes		

**Resolution of Recognition—Ellen Benoit**

As Ellen Benoit, EUPRPDC Finance and Programs Manager, plans to retire in May, CEO Hagan read a Resolution of Recognition highlighting her 37 years of service with the Commission. This resolution conveys the Board’s appreciation of her many accomplishments during her tenure. J. Moore moved to approve the Resolution in Appreciation and Recognition for Finance and Programs Manager Ellen Benoit. M. Patrick supported. The motion passed unanimously upon a roll call vote.

J. Traynor-Yes	K. Freeman-Yes	S. Marshall-Yes	J. Moore-Yes	J. Holt-Yes
H. Nostrant-Yes	C. Olson-Yes	G. Reid-Yes	A. Watkins-Yes	J. Kaiser-Yes
R. Timmer-Yes	M. Patrick-Yes	B. Henry-Yes		

**EUPRPDC CREDIT CARD CREDIT LINE INCREASE**

It was noted that with the increase of staff credit card limits which occurred at the February Board meeting, there is a need to increase the overall credit line on the EUPRPDC credit card. It is recommended that this credit line be increased from \$10,000 to \$16,000. R. Timmer moved to approve the increase of the EUPRPDC credit card line of credit to \$16,000. J. Traynor supported. The motion passed unanimously upon a roll call vote.

J. Traynor-Yes	C. Olson—Yes	H. Nostrant-Yes	J. Holt-Yes	J. Moore-Yes
B. Henry-Yes	G. Reid-Yes	M. Patrick-Yes	R. Timmer-Yes	J. Kaiser-Yes
A. Watkins-Yes	S. Marshall-Yes	K. Freeman-Yes		

**Board Member Updates**

Chris Olson: Mentioned that the airport anticipates having a record year in air travel.

Jodi Kaiser: Indicated that the housing study for Mackinac County has started and hopes to be completed soon.

Jim Traynor: Noted that construction of the Sheriff’s building has started.

Scott Marshall: Described his role as the City of St. Ignace City Manager and Zoning Administrator.

Hunter Nostrant: Mentioned that Luce County's housing study has also begun and should be completed soon.

Brad Neumann: Noted that the Citizen Planner Series training is underway with approximately 20 attendees. He mentioned that there are approximately 20 participants registered for this 6-week course which meets virtually. He also described the Governing Essentials webinar series open to local units of government which anticipates starting in August.

**Adjournment**

As there was no old business, the meeting adjourned at 10:04 a.m. following a motion by G. Reid and J. Holt.