

**SUPERIOR TRADE ZONE
REGULAR MEETING
December 1, 2015**

A meeting of the Superior Trade Zone was held on Tuesday, December 1, 2015, at 9:00 a.m. at the Maple Ridge Township Hall, 3892 West Maple Ridge, Rock, MI 49880.

PRESENT: City of Escanaba Assessor Daina Norden, City of Gladstone Manager Darla Falcon, Maple Ridge Township Supervisor Judy Trudell, Delta County Commissioner Patrick Johnson, Ford River Township Gary Boudreau, City of Marquette Commissioner Sarah Reynolds, Ishpeming Township Supervisor James Nankervis, Marquette County Administrator Scott Erbsich.

ALSO PRESENT: City of Escanaba Executive Assistant Buffy Smith and Richmond Township Bill Leutzow.

ABSENT: Bark River Township Supervisor Gregg Johnson, Chocoday Township Supervisor Gary Walker, Ely Township Supervisor Carl Hosang, Forsyth Township Supervisor Joe Minelli, Garden Township Supervisor Ray Young, Nahma Township Supervisor Warren Groleau, Richmond Township Supervisor Scott Mills, and Wells Township Supervisor Robert Therrian.

ROLL CALL

Executive Assistant Buffy Smith conducted the roll call.

NO QUORUM

Meeting began at 9:00 a.m. Roll call was taken. The official meeting was adjourned due to lack of quorum.

CORRECTION(S) TO MINUTES: Regular Meeting, September 24, 2015 & Work Session Meeting, October 27, 2015

Marquette County Administrator Scott Erbsich stated a motion cannot be made on the previous month's minutes and asked if there were any revisions to be made for the next monthly meeting. No recommended changes were made.

ADJUSTMENTS TO THE AGENDA

Marquette County Administrator Scott Erbsich questioned if there were any additional agenda items to discuss. No recommended items were added to the agenda.

INFORMAL DISCUSSION/UPDATE:

1. BOARD BY-LAWS:

Marquette County Administrator Scott Erbsich began discussion asking for any changes, additions, or revisions to the Board By-Laws. City of Gladstone Manager Darla Falcon stated on page two (2) she asked if the Board can change the number of people needed for a quorum. Mr. Erbsich stated he was informed the quorum regulations cannot be changed. He was informed that recommendations can be made to the Board at meetings without a quorum and the Board can continue to move forward. City of Escanaba Assessor Daina Norden asked if the same person could be allowed to represent multiple townships. Marquette County Administrator Scott Erbsich replied he will have to look into this with the Civil Council. Daina Norden also questioned if townships could be removed if they do not show up for any meetings. City of Gladstone Darla Falcon recommended a letter be sent to those townships that haven't attended a meeting asking what their intentions are and if they want to maintain voting rights,

attendance is necessary. Marquette County Administrator Scott Erbsch stated he will draft a letter stressing the importance of participation and if the primary is unable to attend, to inform the alternate to be present. Darla Falcon stated it looks poorly to the state if monthly meetings are conducted without a quorum.

Marquette County Administrator Scott Erbsch questioned on page three (3) the duties of all Board members in regards to whom, what administration, would be doing the site inspections. He believes the language should be more precise and will modify the Board By-Laws.

Marquette County Administrator Scott Erbsch questioned the section on special meeting notices as to what is an acceptable timeframe for notices of special meetings. Ishpeming Township Supervisor James Nankervis suggested eighteen (18) hours is acceptable. This will be recommended to the Board at the next meeting.

2. MARKETING PLAN/BUSINESS ATTRACTION/WEBSITE DESIGN:

Marquette County Administrator Scott Erbsch stated \$40,000 is available as a unit and a portion of the money could be used for the creation of the website. City of Escanaba Assessor Daina Norden suggested an RFP for the creation of the website. Marquette County Administrator Scott Erbsch stated he could hold a conference call to discuss an RFP concept. City of Escanaba Assessor Daina Norden stated the City of Escanaba would like to participate in the conference call. Mr. Erbsch stated that a conference call will be conducted and the recommendations will be presented to the group.

Marquette County Administrator Scott Erbsch stated he spoke to the MEDC representative and he would like to have this person join via video conference at the next meeting if possible. Our representative could discuss incentives, ways to create awareness for the Superior Trade Zone, and answer any questions the Board has.

3. QUORUM DEFINITION:

Marquette County Administrator Scott Erbsch will check into the quorum requirements for the Board. City of Gladstone Manager Darla Falcon questioned if the Board should have legal counsel. Marquette County Administrator Scott Erbsch replied the Board has in house staff.

4. MEMBERSHIP ADMISSION:

Marquette County Administrator Scott Erbsch stated Humboldt and Negaunee Townships would like to be added as new members, but due to a lack of quorum, they cannot be added at this time. At the next monthly meeting, Mr. Erbsch suggested the Board approve adopting Humboldt and Negaunee Townships. Ishpeming Township Supervisor James Nankervis and City of Escanaba Assessor agreed with the recommendation.

5. ADDITIONAL COMMENTS:

Marquette County Administrator Scott Erbsch recommended setting a set date, time, and location for the monthly meetings. The Board agreed the Maple Ridge Township Hall located in Rock is the best location. Maple Ridge Township Hall Supervisor Judy Trudell stated the two (2) possible days and times available are Tuesdays in the morning and anytime on Fridays. Discussion will continue at the next monthly meeting. The Board agreed Tuesday, January 12th at 9:30 a.m. at Maple Ridge Township Hall would be the next scheduled meeting.

Maple Ridge Township Hall Supervisor Judy Trudell questioned the process behind the website creation. Marquette County Administrator Scott Erbsch stated a professional company will be hired to create the website and logo.

Marquette County Administrator Scott Erbsch stated the meetings can be held quarterly once the Board can move forward once decisions/motions have been made.

City of Marquette CFO Gary Simpson questioned if the Board can allow Houghton and Baraga to become members. Marquette County Administrator Scott Erbsch replied the intent was always to reach those areas and that the Board should get established before looking into expansion. He replied he will stay in contact with them in the meantime. He suggested that the agenda and minutes be emailed to the additional people until their memberships are approved. City of Marquette Commissioner Sarah Reynolds and City of Gladstone Manger Darla Falcon both agreed with the recommendation.

The meeting ended at 9:38 a.m.