



# TRI-COUNTY REGIONAL PLANNING COMMISSION

Planning Mid-Michigan's Future Together Since 1956

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## DRAFT MINUTES

**Meeting:** Tri-County Regional Planning Commission

**Date:** July 26, 2017

3135 Pine Tree Road, Suite 2C

Lansing, Michigan 48911

**Attendance:** See Attached

I. **Call to Order**

Vice Chair Teri Banas called the meeting to order at 7:04 p.m.

II. **Approval of Minutes and Agenda**

**It was MOVED by C/Swope, SUPPORTED by C/Brixie, to accept the Agenda. MOTION CARRIED UNANIMOUSLY.**

C/Lewis advised of a correction in the Minutes on paragraph 3 of the Transportation Committee Report that K12 should be replaced by KL2.

**It was MOVED by C/McGrain, SUPPORTED by C/Brixie, that the Minutes, as corrected, be accepted. MOTION CARRIED UNANIMOUSLY.**

III. **Public Comment**

None.

IV. **Staff Report – Nicole Baumer, Outreach and Communications Coordinator**

Nicole Baumer, Outreach and Communications Coordinator for TCRPC, advised the Commissioners of various tasks and projects she has undertaken.

Ms. Baumer reported that the ACT! software has been updated and emails will now be sent via letter templates. Facebook, YouTube, and the Google page all have new branded cover photos, and an official Twitter account for TCRPC has been created (@MI\_TCRPC). Notices were placed in the Lansing State Journal, and press releases were distributed to media contacts regarding the Federal Certification for Transportation and its public meeting. The summer Newsletter will be completed soon. In addition, the plans for the Public Open House in November, and other 2045 Regional Metropolitan Transportation Plan materials, are being finalized.

Ms. Baumer advised that TCRPC will be getting a new website in the future. She will also be purchasing swag items, and new updated brochures and materials will be created. Ms. Baumer requested the Commissioners' assistance in spreading the word about the latest updates to TCRPC's social media. She also asked they notify her of their municipal partners' events, news, and anything needing promotion or public comment; she stressed TCRPC's efforts to be inclusive and representative of the

entire region. Additionally, she continues to manage website updates, social media posts, and publications for TCRPC's program areas.

Commissioners were presented a tour of the new 2045 Regional Metropolitan Transportation Plan website, designed by Ms. Baumer. The 2045 MTP is entitled *Moving Mid-Michigan*, with its own branding and style elements. The website is user-friendly, interactive, optimized for mobile, and connects to the TCRPC website and social media pages. The website includes tabs for components of the plan: public participation, an "about" section, transportation planning information, meetings and events, the plan timeline, plan documents, and contacting TCRPC. Also included is a public opinion survey; individuals that complete the survey will have a chance to win a \$50 gift card to a transportation-related service of their choice, such as a CATA pass, gas card, or bike shop. Additionally, print materials that will be created for the 2045 MTP will direct the public to this website.

**V. Executive Committee Report**

A get-well card for Executive Director Pigg was distributed for signatures by the Commissioners. Vice Ch/Banas advised the Commissioners that Executive Director Pigg is on short-term disability, which is for 13 weeks, and would be in effect until the end of September. Executive Director Pigg will be receiving 60% of her income, up to \$900 per week during this time.

Vice Ch/Banas stated that the Executive Committee had met one-on-one with the staff to encourage them to keep working as a team. Vice Ch/Banas reported that the staff was interviewed regarding policies, procedures, and their specialized programs. The Committee also wanted to observe how the new employees were doing since coming aboard. The overall theme of the Committee is to strengthen TCRPC.

C/Watkins stated that there were good people with on the staff of TCRPC and that the Committee wants to strengthen their desire to perform excellent work. C/Watkins advised that by year end there will be changes, alterations, and clarity to move forward.

C/Eakin stated that the Committee appreciates the patience of the employees of TCRPC.

C/McGrain requested that the Commissioners not be blindsided in the future regarding staff changes and had read in the Minutes about the current interim leadership.

Vice Ch/Banas explained to the Commissioners that the Executive/Personnel Committee has appointed Greg Hoffman as Interim Director, and Jim Snell as Interim Assistant Director. Both have been meeting with staff and keeping the organization running orderly. Commissioners thanked them for their dedication and hard work. Commissioners also commended staff. Vice Ch/Banas advised that the Commissioners will be fully informed during the September Commissioner meeting and that the Committee had to dive into information they were not aware of.

**VI. Finance Committee**

C/Watkins stated that the Finance Committee had met and reviewed the June Financial Report.

**It was MOVED by C/Lewis, SUPPORTED by C/Rodgers, that the Finance Report be accepted.  
MOTION CARRIED UNANIMOUSLY**

**VII. Transportation Report**

Vice Ch/Banas gave an overview of the Transportation Report and it was agreed that the Report be accepted.

Vice Ch/Banas advised the Commissioners that there was a CMAQ correction on page 24 of the packets. The local and state match should read \$111,544.

**It was MOVED by C/Brixie, SUPPORTED by C/Rodgers, to approve the changes to the CMAQ list. MOTION CARRIED UNANIMOUSLY.**

**It was MOVED by C/Brixie, SUPPORTED by C/Rodgers, that the TIP Amendments A-F be accepted without further discussion. MOTION CARRIED UNANIMOUSLY**

**Upon a UNANIMOUS VOTE, the Congestion Mitigation redistribution of funds redirected for BRT was accepted.**

C/Lewis announced that CATA is seeking a new CEO and a listening session will be held at the Hannah Center in East Lansing on July 31<sup>st</sup> from 7:00 p.m. to 8:30 p.m. C/Lewis advised that there is a link on the CATA website, along with notices in the Lansing State Journal and PULSE newspapers. CATA would like to have as many people as possible to have input into what they would like in a new CEO. Nathan Triplett chairs the Search Committee.

Jim Snell informed the Commissioners that the Federal Certification had been completed last month. There was positive feedback on both the state and Federal levels. We may have feedback by the September or October meeting.

#### **VIII. Program and Grants Committee**

An application to MDNR for Dansville Shooting Range Accessibility Improvements was discussed. Mr. Hall had to verify the correct cost of the project with the applicant. There being no objections, the application was accepted and placed on file.

**It was MOTIONED by C/Watkins, SUPPORTED by C/McGrain, that the Program and Grants Committee report be accepted. MOTION CARRIED UNANIMOUSLY**

#### **IX. Other**

There was discussion regarding the Ultimate Mid-Michigan Bus Tour: Parks Edition and Nicole Baumer distributed posters that she designed. The Commissioners were advised that the tour date had been changed to September 15, 2017. C/McGrain advised that he had attended bus tours before and enjoyed it. It was reiterated that space is limited and that Commissioners should notify Ken Hall directly to register.

Mr. Snell informed the Commissioners that MDOT had a draft of the 5-Year Plan and that there were copies available for the Commissioners. The document had also been emailed to the Commissioners. C/Jones stated that the Draft had been presented to the State Commission last week. C/Jones advised that the Draft was informal, easy-to-read, and was user friendly. C/Jones complimented the producers of the book and graphics.

Vice Ch/Banas informed the Commissioners that Ingham County Board has approved the Complete Streets policy after an amendment to make a bicycle change. She congratulated Ms. Nolan and C/Yorko, who worked diligently towards having this policy implemented.

C/Rodgers stated that there had been discussion regarding the equitable distribution of BRT monies and the fact that Ingham County Parks did not have to receive monies from BRT. C/Rodgers commended the staff of Ingham County Parks and TCRPC staff.

Vice Ch/Banas stated that the next Commission meeting will be on **September 27, 2017 at 7 p.m.**

**It was MOVED by C/Watkins, SUPPORTED by C/Barnes, that the meeting be adjourned.**

**The meeting was adjourned at 7:46 p.m.**

| Representing                                 | TCRPC C/s                 | MEETING DATE |      |      |      |      |      |      |      |      |       |       |       |
|--|---------------------------|--------------|------|------|------|------|------|------|------|------|-------|-------|-------|
|  |                           | 1/25         | 2/22 | 3/22 | 4/26 | 5/24 | 6/28 | 7/26 | 8/23 | 9/27 | 10/25 | 11/16 | 12/20 |
| Capital Area Transportation Authority (CATA) | Robin Lewis               | x            |      | x    | x    | x    | x    | x    |      |      |       |       |       |
| City of East Lansing, Ingham County          | Shanna Draheim            |              | x    |      | x    | x    |      | x    |      |      |       |       |       |
| City of Lansing                              | Shirley M. Rodgers        | x            | x    | x    | x    | x    | x    | x    |      |      |       |       |       |
| City of Lansing, Council                     | Judi Brown Clarke (Chair) | x            | x    | x    | x    | x    | x    |      |      |      |       |       |       |
| City of Lansing, Council                     | Chris Swope               |              |      |      | x    | x    | x    | x    |      |      |       |       |       |
| City of Lansing, Council                     | Jessica Yoriko            |              |      |      | x    |      |      | x    |      |      |       |       |       |
| Clinton County Board of C/s                  | Dave Pohl                 | x            | x    | x    | x    |      |      | x    | x    |      |       |       |       |
| Clinton County Board of C/s                  | Adam Stacey               | x            | x    | x    | x    | x    |      | x    | x    |      |       |       |       |
| Clinton County Rd. Commission                | Gail Watkins              | x            | x    | x    | x    | x    |      | x    | x    |      |       |       |       |
| Delta Charter Twp, Eaton County              | Kenneth Fletcher          | x            |      |      | x    | x    |      |      |      |      |       |       |       |
| Eaton Area Transit Authority (EATRAN)        | Christine Barnes          | x            | x    | x    |      |      | x    | x    | x    |      |       |       |       |
| Eaton County Board of Commissioners          | Kent Austin               | x            | x    |      | x    | x    |      | x    |      |      |       |       |       |
| Eaton County Board of Commissioners          | Roger A. Eakin            | x            | x    |      | x    | x    |      | x    | x    |      |       |       |       |
| Eaton County Rd. Commission                  | Dorothy E. Maxwell        | x            | x    | x    | x    | x    |      | x    | x    |      |       |       |       |
| Ingham County Board of Commissioners         | Ryan Sebolt               | x            |      | x    | x    |      |      | x    |      |      |       |       |       |
| Ingham County Board of Commissioners         | Brian McGrain             | x            | x    |      | x    | x    |      | x    | x    |      |       |       |       |
| Ingham County Rd. Department                 | Teri Banas                |              | x    | x    | x    | x    |      | x    | x    |      |       |       |       |
| Meridian Charter Twp, Ingham County          | Julie Brixie              | x            | x    |      | x    | x    |      |      | x    |      |       |       |       |
| Michigan Department of Transportation (MDOT) | Denise B. Jones           |              | x    | x    | x    | x    |      | x    | x    |      |       |       |       |
| TOTAL  | 19                        | 14           | 14   | 11   | 18   | 16   |      | 15   | 15   |      |       |       |       |

1/25: Kali Fox, US Sen. Stabenow; Tim Langholz ,Rep. Tom Barret, MI House of Rep's; Mary Shinkle, US House of Rep's-Mike Bishop; Marla Conover, US House of Rep's- Moolenaar's; Bruce McAttee, Sen. Gary Peter's; Elizabeth Hude, CATA ; Blake Mulder ;Howard Spence; Darrell Tennis; Executive Director Pigg & Staff, TCRPC 2/17 Brad Funkhouser, CATA 4/26: 3/22/17: Elizabeth Hude, CATA; WAYNE Sieloff, CCAA, Ericka Hartigan, CATA 5/24 Wayne Sieloff(CRAA), Ericka Hartigan (CATA) 7/26 Elizabeth Hude (CATA) Ericka Hartigan (CATA)