



## PROPOSED MINUTES

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

**Date:** November 16, 2017 7:00 p.m.

**Location:** 3135 Pine Tree Road, Suite 2C, Lansing, MI 48911

**Attendance:** See attached

**I. Call to Order**

Ch/Brown Clarke called the meeting to order at 7:08 p.m.

**II. Approval of Agenda**

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

**III. Approval of Minutes**

It was **MOVED** by C/Barnes, **SUPPORTED** by C/Pohl, that the **October 25, 2017 Minutes**, with the corrections noted below, be approved. **MOTION CARRIED UNANIMOUSLY**

**Michigan Association of Regions Report (MAR)**

*C/Pohl discussed the statistics on the Michigan income per capita average which was right at the national average (100%) in 2000; is now at 89% in 2017 of the national average. C/Pohl stated that the Commission needs to consider this issue. C/Pohl mentioned that one of the regions is using Michigan Works! for their accounting.*

*C/Pohl advised that the Michigan DNR is doing a Forest Road inventory by 2018 regarding snowmobile and skiing trails and ORV.*

*C/Pohl also informed the Commissioners that DNR is putting together a 5-year Recreation Plan by the end of this year. There will be another meeting next month.*

**IV. Public Comment – None received**

**V. Communications**

Interim Director Snell stated that the Communications were mainly informational, and the Commissioners could read them at their own leisure.

## **VI. Interim Director's Report**

Interim Director Snell gave a brief overview of his report, which was enclosed with the meeting packets. He informed the Commissioners that the Public Open House on November 8th, sponsored by the Transportation Program for the 2045 Regional Metropolitan Transportation Plan's public participation process, was a huge success.

Nicole Baumer provided an overview of the Open House. Ms. Baumer collaborated with transportation staff on gathering data and creating branding for the Open House's collection of infographics and regional maps that were displayed around the room. Ms. Baumer coordinated several promotional Facebook campaigns and email blasts leading up to the event, which significantly increased exposure to the public and contributed to improved attendance. Over 80 individuals attended the Open House between the 11a.m.-1p.m. and 6-8p.m. sessions. Additionally, we've received over 300 survey responses, 100 new email contacts, and 550 website hits.

Ms. Baumer then enlisted the aid of the Commissioners in picking names for two gift card drawings; six winners were selected from public opinion survey submissions, and one winner was selected from submissions from open house attendees.

Lastly, Ms. Baumer advised the Commissioners of the Groundwater Management Board's 2017 Holiday Breakfast Meeting, to be held on December 13, 2017 from 9-11 a.m. Email invitations will be sent shortly.

## **VII. Presentation – FY 2018 Regional Prosperity Initiative Application**

Rachel Elsinga advised the Commission of the upcoming FY 2018 Regional Prosperity Initiative application. Ms. Elsinga explained that the Commission has served as the fiduciary and managing partner since 2013. The application will seek a request of \$250,000.00 in alignment with the Tier I Funding Level. Ms. Elsinga reiterated that no match is needed for the grant, and with the Commission's permission, she will submit the regional application on December 1, 2017. The State of Michigan will notify all regions of their funding opportunities by January 31, 2018.

There was discussion regarding the different tiers of grants, and it was noted that the Commission had never received the top tier. Ms. Elsinga confirmed that applying for Tier II and III require a merger of all partner Boards; an action that our region has chosen not to pursue. Once funds are granted, Ms. Elsinga will report back to the Program and Grants Committee to inform the Commission of the programming commitments this round of funding will support. These funds will assist our Mid-Michigan partners, as well as TCRPC programs. Some of the future TCRPC initiatives could include a Bus Tour of autonomous vehicles in

downtown Lansing in September; a Bus Tour of Urban Land Use in Detroit; and a partnership opportunity with the Lansing Regional Chamber of Commerce. Ms. Elsinga suggested that the Commissioners and Partners could maybe have lunch together.

## **VIII. Committee Reports and Actions**

### **A. Executive/Personnel Committee**

#### **1. Recommendation on Executive Leadership**

##### **a. Acceptance of Executive Director Resignation and Severance**

Ch/Brown Clarke advised the Commissioners that the Settlement Agreement Sue Pigg had been signed by Steve Schulz, Jim Snell, and herself, along with Sue Pigg and her attorney, Lisa Ward. She informed the Commissioners that everything in the Settlement Agreement was what had been discussed and agreed upon by the Commission.

The Closed Session Minutes from October 25, 2017, and the Separation Agreement was copied and distributed to the Commissioners. Time was provided for the commissioners to review the document.

There was discussion regarding compensating Ms. Pigg through the payroll system until April 2018.

**It was MOVED by C/Draheim, SUPPORTED by C/Barnes, to adopt the Separation Agreement between Tri-County Regional Planning Commission and Susan M.C. Pigg. Aye: 11 No: 2. MOTION CARRIED**

**It was MOVED by C/Draheim, SUPPORTED by C/Barnes to accept Susan M.C. Pigg's resignation. MOTION CARRIED UNANIMOUSLY**

##### **b. Special Advisory Working Groups**

Ch/Brown Clarke informed the Commissioners that each had been assigned to a Temporary Working Group. These are ad hoc groups and meetings may be held via conference calls. TCRPC has an AT&T conference call line. As outlined on pages 8 and 9 of the November Commission Packet, there are three Work Groups: 1.) Executive and Administrative, Staff functions; 2.) Operating Procedures and Personnel Policy Review; and 3.) Programmatic. Staff will be a part of each group, and a Commissioner may add themselves to a Work Group.

As work progresses every Work Group will report to the full Commission. Interim Director Snell advised that expertise from the Commissioners will be needed, and requested that Commissioners bring documents or processes from their respective organizations to their groups.

Interim Director Snell informed the Commissioners there has been good work coming from staff and there is momentum going forward. No staff member has left during this transition period.

There was further discussion regarding the Work Groups, and many agreed that this was a good time to do strategic planning for the future. The voting structure was discussed by Interim Director Snell, as well as filling the Executive Director position. An open, public process of choosing applicants and interviews for the Executive Director position is paramount. It was determined that the Operating Procedures and Personnel Policy Review Working Group should begin their meetings right away before some Commissioners' terms expire.

Ch/Brown Clarke stated that a retreat should be held as a formal handoff between outgoing leadership and incoming leadership. It was also suggested that a working meeting be held prior to the Annual Dinner to accomplish some things. C/Banas stated that the Transportation Committee must meet.

**It was MOVED by C/Barnes, SUPPORTED by C/Rodgers, to form the temporary Working Groups. MOTION CARRIED UNANIMOUSLY**

It was discussed that a retreat and/or meeting will be addressed in December. The Annual Dinner will be held at Hawk Hollow Golf Course and the meeting could start at 4 or 5 p.m.

**It was MOVED by C/Banas, SUPPORTED by C/Pohl, that the Commissioners would determine in December whether to hold a retreat or working meeting prior to the Annual Dinner. MOTION CARRIED UNANIMOUSLY**

## **B. Finance Committee**

### **1. Financial Report**

C/Watkins presented the Financial Report for October 2017.

**It was MOVED by C/Barnes, SUPPORTED by C/Swope, to approve the Financial Report for October 2017. MOTION CARRIED UNANIMOUSLY**

## 2. FY 2018 Salary Schedule

C/Watkins informed the Commission that the Finance Committee held a Special Meeting on Monday, November 6, 2017. The Salary Structure was reviewed (the multi-colored salary scale). It was recommended that these wage placements be approved for FY 2018 and the issue be assigned to a working group for careful analysis and a recommendation to the full commission next year.

**It was MOVED by C/Barnes, SUPPORTED by C/Watkins, to approve the current staff FY 2018 Salary Placements. MOTION CARRIED UNANIMOUSLY**

## **C. Transportation Review Committee**

### 1. FY 2017-2020 Transportation Improvement Program (TIP) Revisions

#### a. Proposed MDOT Amendment

**It was MOVED by C/Barnes, SUPPORTED by C/Watkins, to approve the Proposed MDOT Amendment. MOTION CARRIED UNANIMOUSLY**

#### b. Proposed Rural Task Force 6 Amendments

**It was MOVED by C/Banas, SUPPORTED by C/Watkins, to approve the Proposed Rural Task Force 6 Amendments. MOTION CARRIED UNANIMOUSLY**

#### c. Proposed Clinton Area Transit

Interim Director Snell advised that these projects are illustrative for grant funding and once funding is received the projects would be administratively added to the TIP.

**It was MOVED by C/Barnes, SUPPORTED by C/Watkins, to approve the Proposed Clinton Area Transit projects to the TIP illustrative list with approval to administratively add them to the TIP when funding is received. MOTION CARRIED UNANIMOUSLY**

#### d. Proposed Clinton County Road Commission Amendments

**It was MOVED by C/Banas, SUPPORTED by C/Barnes, to approve the Proposed Clinton County Road Commission Amendments. MOTION CARRIED UNANIMOUSLY**

- e. Proposed City of DeWitt Amendment

**It was MOVED by C/Banas, SUPPORTED by C/Watkins, to approve the Proposed City of DeWitt Amendment. MOTION CARRIED UNANIMOUSLY**

- f. Proposed Village of Dimondale

**It was MOVED by C/Banas, SUPPORTED by C/Maxwell, to approve the Proposed City of Dimondale Amendment. MOTION CARRIED UNANIMOUSLY**

## 2. TCRPC/CATA Interagency Agreement

Interim Director Snell advised the Commissioners that the agreement lays out various planning responsibilities between CATA and the TCRPC. The last agreement was adopted in 2010.

**It was MOVED by C/Watkins, SUPPORTED by C/Draheim, to approve the TCRPC/CATA Interagency Agreement. MOTION CARRIED UNANIMOUSLY**

## **D. Ingham County Parks Board**

C/Rodgers advised that the millage is a little over 3 mills. A meeting is scheduled December 11, 2017 to go through applications. This will help smaller townships. C/Rodgers discussed that one of the townships has the potential to be a statewide connector, but it has not yet been determined if it would be for kayak or canoe trails or other amenities. People will want to connect with other counties with these trails. C/Rodgers stated she will let the Commissioners know who will get the funds.

C/Watkins advised that communities close to Clinton County may be too far to connect to the Lansing trails and pathways. He would like to see places and pathways to be used by all the counties, and stated he would like input from Clinton County and Eaton County Commissioners.

C/Banas informed the Commissioners that Ingham County has hired a Trails Coordinator to work with departments and communities. This person had previously worked for DNR and worked on the Iron Belt Trails project. C/Banas stated that a task force had met with smaller communities.

## **E. Michigan Association of Regions (MAR)**

C/Pohl informed the Commissioners that MDOT, through Federal funds, will be updating all-season road maps.

There was discussion regarding Asset Management and the vision for this region. They are seeking information from representatives at MSU regarding the Facility for Rare Isotope Beams (FRIB). In addition, there needs to be a discussion with MDOT on the issues with JobNet and SIGMA.

**IX. Public Comment** - None received.

**X. Other/Adjourn**

C/Jones advised the Commissioners that MDOT is in the process of TIP Amendment review. This is a 4-day review, with MPO's, the FHA, FAA and MDOT. C/Jones and Interim Director Snell are sponsors of the group. C/Jones stated that she will update the Commission on the results.

There being no other business, the meeting was adjourned at 9:08 p.m.

## Commission Roll Call - 2017

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	12/14
Capital Area Transportation Authority (CATA)	Robin Lewis	X		X	X	X	X	X	C	X	X		
City of East Lansing, Ingham County	Shanna Draheim		X		X	X		X	C	X		X	
City of Lansing	Shirley M. Rodgers	X	X	X	X	X	X	X	C	X	X	X	
City of Lansing, Council	Judi Brown Clarke (Chair)	X	X	X	X	X	X		C	X	X	X	
City of Lansing, Council	Chris Swope				X	X	X	X	C	X	X	X	
City of Lansing, Council	Jessica Yorke				X			X	C				
Clinton County Board of Commissioners	Dave Pohl	X	X	X	X		X	X	C	X	X	X	
Clinton County Board of Commissioners	Adam Stacey	X	X	X	X	X	X	X	C	X	X	X	
Clinton County Road Commission	Gail Watkins	X	X	X	X	X	X	X	C	X	X	X	
Delta Charter Township, Eaton County	Kenneth Fletcher	X			X	X			C	X	X	X	
Eaton Area Transit Authority (EATRAN), Eaton County	Christine Barnes	X	X	X		X	X	X	C	X	X	X	
Eaton County Board of Commissioners	Kent Austin	X	X		X	X	X		C	X	X		
Eaton County Board of Commissioners	Roger A. Eakin	X	X		X	X	X	X	C	X	X		
Eaton County Road Commission	Dorothy E. Maxwell	X	X	X	X	X	X	X	C	X	X	X	
Ingham County Board of Commissioners	Ryan Sebolt	X		X	X		X		C		X	X	
Ingham County Board of Commissioners	Brian McGrain	X	X		X	X	X	X	C				
Ingham County Road Department	Teri Banas		X	X	X	X	X	X	C	X	X	X	
Meridian Charter Township Ingham County	Julie Brixie	X	X		X	X		X	C	X	X		
Michigan Department of Transportation (MDOT)	Denise B. Jones		X	X	X	X	X	X	C		X	X	
TOTAL	19	14	14	11	18	16	15	15	C	15	16	13	

**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); **9/27** Attorney Stephen Schultz; Ericka Hartigan, WLNS News;**10/25** Stephen Schultz, Ryan P. Stecovich, Ericka Hartigan;**11/16** Ericka Hartigan