



# TRI-COUNTY REGIONAL PLANNING COMMISSION

Planning Mid-Michigan's Future Together Since 1956

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## PROPOSED MINUTES

**Meeting:** Tri-County Regional Planning Commission  
**Date:** October 25, 2017  
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 7:06 p.m.

### II. Approval of Agenda and Minutes

It was **MOVED** by C/Watkins, **SUPPORTED BY C/Maxwell**, to approve the Agenda. **MOTION CARRIED UNANIMOUSLY**

It was **MOVED** by C/Banas, **SUPPORTED** by C/Barnes, that the **September 27, 2017 Minutes**, with the following corrections, be approved. **MOTION CARRIED UNANIMOUSLY:**

**Correction:**

#### **D. Budget for FY 2018 (Page 3)**

It was **MOVED** by /Watkins, **SUPPORTED** by C/Pohl, to approve the Budget for FY 2018. **MOTION CARRIED. No Vote: C/Austin, C/Rodgers, C/Barnes**

C/Watkins explained that the budget was amended for the \$1500 per month for the requested Interim Director salary increase and the fee to obtain an Accountemps person.

**Page 5:** Correction: C/Banas gave an update on the County receiving new applications for next year's Parks budget allocating parks and trail millage. Deletion: This includes matching funding with the State of Michigan for non-motorized trails.

### III. Public Comments

None

Ch/Brown Clarke requested that A.1. of the Executive Committee Report be moved to Section III in order that a Closed Session could convene.

It was **MOVED** by C/Barnes, **SUPPORTED** by C/Lewis, to enter Closed Session at 7:15 p.m. Roll Call Vote: Yes: C/Pohl, C/Stacey, C/Watkins, C/Austin, C/Eakin, C/Fletcher, C/Barnes, C/Maxwell, C/Sebolt, C/Brixie, C/Banas, C/Lewis, C/Brown Clarke, C. Swope, C/Rodgers, C/Jones. **MOTION CARRIED UNANIMOUSLY**

It was **MOVED** by C/Swope, **SUPPORTED** by C/Lewis, to return to Open Session at 8:02 p.m. **MOTION CARRIED UNANIMOUSLY** by vocal vote.

It was **MOVED** by C/Swope, **SUPPORTED** by C/Banas, that the Commission move forward with its previously authorized offer to Executive Director Pigg. **MOTION CARRIED UNANIMOUSLY**

#### IV. Communications

##### A. City of Lansing Grand River Avenue Project Open House

Interim Director Snell detailed the letter of October 16, 2017 from Andrew Kilpatrick regarding finalizing plans to refigure the Grand River Avenue and Washington Avenue intersection. A public meeting will take place on Tuesday, October 24, 2017 from 4 to 6 p.m.

##### B. 2017 Federal Certification Review Final Report

Interim Director Snell advised the Commissioners that the FHA and FTA jointly certified the transportation planning process for the Lansing metropolitan region. Interim Director stated that TCRPC had a very good report and it was good teamwork on behalf of staff and the Commissioners who participated.

C. Interim Director Snell informed the Commissioners that TCRPC will be sponsoring a Moving Mid-Michigan Interactive Open House on November 8, 2017 from 11 a.m. to 1:00 p.m., and from 6 p.m. to 8 p.m. Food and refreshments will be provided. Andrea Strach noted that there were over 40 RSVP's, and Interim Director Snell invited the Commissioners to attend. There was discussion regarding using outside venues for the Moving Mid-Michigan presentations. Interim Director Snell stated that as the Moving Mid-Michigan program evolves, the Transportation program will work on developing a presence around the region.

#### V. Interim Director's Report

Ch/Brown Clarke advised the Commissioners that Interim Director Snell had just returned from out of town today and he would have an Interim Director's report at the next Commission meeting.

#### VI. Executive/Personnel Committee Report

Ch/Brown Clarke informed the Commission that the Executive Committee is recommending a staffing change to appoint Jim Snell as Interim Director.

**It was MOTIONED by C/Barnes, SUPPORTED by C/Austin, to approve the recommendation of the Executive Committee to appoint Jim Snell as Interim Director. MOTION CARRIED UNANIMOUSLY**

##### b. TRCPC Programs and Staffing Structure

There was discussion regarding 2 Chief Planners as opposed to 1 Chief Planner. Interim Director Snell explained that the Staffing Structure was not person-specific, but based on the positions themselves. There were questions on the need for a Deputy Director in the organization. Interim Director Snell explained that previously, the Executive Director's duties were spread too thin in the community – through attending events and meetings on behalf of TCRPC and managing the staff in day-to-day operations. In this Staffing Structure, the Executive Director could be spreading the vision of TCRPC, while the staff could be implementing it. In addition, Interim Director Snell stated that it is important to have someone with experience to be able to step up. It was decided that the Staffing Structure would be on an interim basis, and the matter would be further addressed in a Work Group.

##### c. Executive Director Job Description

##### d. Deputy Director Job Description

Ch/Brown Clarke explained that the Executive Director Job Description was based on the current description, but after looking at other Executive Director job descriptions, there were additions made to the current description. After discussion, it was determined that these items would be addressed in the Work Groups.

e. Since the 2017-2018 Salary Schedule was included both in the Executive Committee Report and the Finance Committee Report, it was determined that the Salary Schedule would be addressed in the Finance Committee Report. However, C/Watkins stated that the Finance Committee had taken no action on this item. All the discussed items will be looked at by the Working Groups and will be acted on in the near future.

2. Clinton County Board of Commissioners
  - a. Membership Memorandum and Documents

**It was MOVED by C/Brixie, SUPPORTED by C/Austin that the Tri-County Board of Commissioners retain its current number of Commissioners. It was determined that the Board status remain the same by a roll call vote of 6 No's and 8 yes'. (Roll Call: Yes: C/Austin, C/Fletcher, C/Maxwell, C/Sebolt, C/Brixie, C/C/Banas, C/Brown Clarke, C/Rodgers. No: C/Pohl, C/Stacey, C/Watkins, C/Eakin, C/Barnes, C/Jones. C/Lewis abstained.**

C/Brixie stated that with all the transition going on in the Commission, she cannot support adding another Commissioner. C/Watkins stated that Clinton County originally had 5 members on the Commission. He explained that regionalism is Clinton County's future and that it was looking at growth. C/Rodgers expressed that this matter has come up previously, and a rationale needed to be presented to the Commission, and that she agreed with C/Brixie that the Board retain the same number of Commissioners. C/Fletcher stated that perhaps this could be addressed by one of the Working Groups. Ch/Brown Clarke informed the Commissioners that she had received an email from C/Draheim, stating that she wanted to go on record that she was affirming that the Commission remain at its present status. C/Stacey added that the Bath area needs representation, and the vision is for promoting the region and looking at the bigger picture.

## **VII. Finance Committee Report**

**It was MOVED by C/Watkins, SUPPORTED by C/Rodgers, that the Financial Statement for September 27, 2017 be approved. MOTION CARRIED UNANIMOUSLY**

1. There was discussion regarding the salary increases approved by Executive Director Pigg, and the fact that this had never been brought before the Commission for vote. It was mentioned that this is the first year that the Commission had not voted on salary increases.

**It was MOVED by C/Watkins, SUPPORTED by C/Fletcher, to approve the June 16, 2017 staff salary increases implemented by Executive Director Pigg. MOTION CARRIED UNANIMOUSLY**

2. There was further discussion that the Finance Committee had not been made aware of the 2017-2018 staff increases. Ch/Brown Clarke advised that the increases were included in the 2018 budget. C/Watkins explained that no action had been taken on the matter, and there would be more information available next

week. Interim Director Snell will provide a more detailed Salary Scale with staff names, positions, etc.

Ch/Brown Clarke stated that the dilemma is that the Finance Committee only has a short time to meet before the full Commission meeting, and a meeting needed to be held sooner. It was determined that a Special Meeting be held the following week before the full Commission meeting. C/Watkins and Linda Thomas-Boyd will confirm dates and times with Committee members.

**VIII. Program and Grants Committee**

1. C/Fletcher advised the group that Greg Hoffman had presented the TCRPC Draft 2018 Agency-Wide Work Plan, which will be presented to the Commission next month for adoption.
2. Greater Lansing Area Clean Cities (GLACC)  
C/Fletcher informed the Commissioners that Jeremy Orr, the new GLACC Coordinator, conducted a presentation at the Committee meeting to explain funding sources for GLACC, and explained the functions/events of GLACC.

**IX. Michigan Association of Regions Report (MARS)**

C/Pohl discussed the statistics on the Michigan income per capita average, which for 2017 was 89% 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 study.

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

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

**X. Other/Adjourn**

The Commission confirmed that, due to the holidays, the November 2017 Commission meeting will be held on Thursday, November 16, 2017. The December full Commission meeting will be held on Thursday, December 14, 2017. Both meetings will be held at 7:00 p.m. At the TCRPC offices.

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

**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- Moolenar’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

