



TRI-COUNTY REGIONAL PLANNING COMMISSION

Planning Mid-Michigan's Future Together Since 1956

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APPROVED MINUTES

Meeting: Tri-County Regional Planning Commission

Date: September 27, 2017
3135 Pine Tree Road, Suite 2C
Lansing, MI 48911

Attendance: See Attached

I. Call to Order; Pledge of Allegiance; Roll Call

Vice Chair Banas called the meeting to order at 7:00 p.m.

A moment of silence was held for those in Puerto Rico and elsewhere who were affected by the hurricanes.

Ch/Brown Clarke arrived at 7:04 p.m.

II. Approval of Agenda

It was MOVED by C/Lewis, SUPPORTED by C/Barnes, to approve the Agenda. MOTION CARRIED UNANIMOUSLY

III. Approval of Minutes of July 26, 2017

It was MOVED by C/Lewis, SUPPORTED by C/Austin, to approve the Minutes of July 26, 2017. MOTION CARRIED UNANIMOUSLY

IV. Public Comment

There was no public comment

V. Communications

1. Creative Placemaking Summit

G. Hoffman advised the Commissioners that Placemaking Summit 3 will be taking place at the Lansing Center on October 11, 2017. He requested that Commissioners who want to register for the event contact Linda Thomas-Boyd. TCRPC will pay the registration fee. G. Hoffman informed the Commission that the Placemaking Summit is being presented by MI Capital Region, as part of the Regional Prosperity Group grant.

2. Geothermal Design Project at State Capitol Building

G. Hoffman gave a report on the geothermal design project at the State Capitol. G. Hoffman stated a presentation on the project was made to Groundwater Management Board (GMB) at their meeting by the contractor and the Michigan State Capitol Commission. G. Hoffman was very impressed with the knowledge of the members of GMB on aquifers and their concern for the source of drinking water. After GMB composed and sent a letter to the Capitol Commission, a response was received, and some of GMB's suggestions were accepted to improve the project. The GMB plans to meet with the Capitol Commission to try and get more of their suggestions in the plan.

VI. **Committee Reports and/or Actions**
1. **Executive/Personnel Committee Report**
A. **Recommendation on Executive Leadership**

At 7:09 p.m., it was **MOVED** by C/Lewis, **SUPPORTED** by C/Stacey, to enter Closed Session for discussing legal counsel's written opinion and recommendation. (Roll Call: Yes: C/Pohl, C/Stacey, C/Watkins, C/Austin, C/Eakin, C/Fletcher, C/Barnes, C/Maxwell, C/Draheim, C/Brixie, C/Banas, C/Lewis, C/Brown Clarke, C/Rodgers)

C/Swope arrived at 7:30 p.m.

At 8:41 p.m., it was **MOVED** by C/Pohl, **SUPPORTED** by C/Draheim, to enter Open Session. (Roll Call: Yes: VOCAL)

It was **MOVED** by C/Rodgers, **SUPPORTED** by C/Lewis, that the Commission ratify the previous action of the Executive Committee as discussed with the attorney. **MOTION CARRIED UNANIMOUSLY**

B. **Policies, Procedures, and Process – TCRPC Programs and Staffing Structure**

Ch/Brown Clarke advised that the primary change in staffing is that, with the absence of the Executive Director, a chain of command is necessary. There was discussion on the Chief Planner position, and questions regarding the need for current changes. Ch/Brown Clarke explained that this is how the interim organizational chart looks presently and this represents better optics in the lines of authority.

There was further discussion regarding the Interim Director and the Interim Deputy Director positions, and the fact that the positions are not equal in scope and duties. The Interim Director has the final say.

It was **MOVED** by C/Rodgers, **SUPPORTED** by C/Eakin, to accept the Interim Staffing Structure. **MOTION CARRIED UNANIMOUSLY**

C. **Working Groups**

Ch/Brown Clarke and members of the Executive Committee expressed that there are areas that need to be reviewed and addressed, and for Commissioners to please advise if they would like to volunteer in a specific area. The TCRPC Proposed Temporary Working Groups gives everyone a chance to volunteer in any area they desire. Ch/Brown Clarke stated that manageable timelines will be given – some are short-term and some are long-term.

2. **Finance Committee**

A. Financial Statements for July and August 2017

It was **MOVED** by C/Maxwell, **SUPPORTED** by C/Brixie, to approve the July and August 2017 Financial Statements. **MOTION CARRIED UNANIMOUSLY**

B. Changes to Salary Schedule and Interim Administrative Cost

C/Watkins advised that the Interim Director salary portion has been tabled until next month to secure more data. No action will be taken at tonight's meeting.

C. Budget Revisions for FY 2017

G. Hoffman explained various line item adjustments to the Commission. There were adjustments made to the environmental programs; Greater Lansing Area Clean Cities is more active; the Transit Demand and Economic Prosperity Study was not completed this year. FY 2017 Regional Prosperity Grant spent more this year than anticipated.

It was **MOVED** by C/Brixie, **SUPPORTED** by C/Draheim, to approve the Budget Revision for FY 2017. **MOTION CARRIED UNANIMOUSLY**

D. Budget for FY 2018

G. Hoffman reviewed the Budget with the Commission. He explained that there are more funds than last year.

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.

It was **MOVED** by C/Watkins, **SUPPORTED** by C/Pohl, to approve the Budget for FY 2018. **MOTION CARRIED. Abstained: C/Austin, C/Barnes, and C/Rodgers**

E. Other

There was discussion regarding a part-time temporary position from Accountemps to assist the Interim Director with financial duties. The position will pay up to \$1,280 per month.

It was **MOVED** by C/Watkins, **SUPPORTED** by C/Pohl, to approve the hiring of a part-time temporary person to assist the Interim Director with a pay of up to \$1,280 per month. **MOTION CARRIED UNANIMOUSLY.**

It was determined that the Commission Clerk will notify the Finance Committee and all subcommittees of all upcoming meetings, along with time changes of meetings.

3. Program and Grant Committee

C/Eakin requested that Committee members review their calendars for monthly meetings. The meetings are the second Wednesday of the month. There has yet to be a quorum at any of the meetings. C/Stacey had not been advised of the September meeting, and no notification that the time had been changed for Finance. This will be rectified in the future by the Commission Clerk.

C/Eakin informed the Commission that Rachel Elsinga had attended the meeting and discussed the upcoming FY 2018 Regional Prosperity Initiative Application. R. Elsinga will present the Application in more detail at the October Commission meeting.

G. Hoffman informed the Commission that the October 11th Program and Grants Committee meeting will be having a presentation to the Committee to discuss the work plan for the next year.

4. Transportation Committee

A. Transportation Improvement Program (TIP) Revisions

1. Proposed MDOT Amendments
2. Proposed City of Lansing Amendments
3. Proposed Delta Township Amendment
4. Proposed CATA Illustrative Projects

C/Banas detailed each of the TIP revisions to the Commissioners. The Proposed CATA Illustrative Projects can be included in the TIP Project List, if grant funding is awarded.

It was MOVED by C/Banas, SUPPORTED by C/Draheim, to approve the 4 revisions as presented. MOTION CARRIED. Abstained: C/Rodgers

Mention was made of an error on the Transportation Review Committee Minutes heading. It reads Tuesday instead of Wednesday.

B. FY 2018 Regional Work Plan Program

Chief Planner Snell presented the FY 2018 Regional Work Plan Program with new edits to the Commission.

It was MOVED by C/Banas, SUPPORTED by C/Watkins, to adopt the FY 2018 Regional Work Plan Program as revised. MOTION CARRIED UNANIMOUSLY

C. 2045 Regional Metropolitan Plan Outreach Update

Nicole Baumer gave an update on the outreach efforts for the 2045 Regional Metropolitan Transportation Plan, *Moving Mid-Michigan*. Ms. Baumer reported that since the Moving Mid-Michigan website initial launch in August, the response has been very positive. We've obtained new email subscribers, new Facebook page likes, over 100 Moving Mid-Michigan website visitors. The number of survey respondents grows daily, and we've reached over 5,000 people through organic and paid Facebook campaigns.

Over 1700 postcards and flyers have been distributed, including to the Commissioners, and newspaper ads will be published in the next month. Ms. Baumer advised the Commission of the November 8th Public Open House, and she is working with agencies like Tri-County Office on Aging to reach areas and demographics who may not have digital understanding and/or access.

5. **Michigan Association of Regions**

C/Pohl deferred his report until the October meeting.

6. **Ingham County Parks Board**

C/Rodgers explained that she was not able to attend the Parks Board meeting. C/Banas gave an update on the County receiving new applications for next years' Parks budget. This includes matching funding with the State of Michigan for non-motorized trails.

7. **Other/Adjourn**

It was MOVED by C/Barnes, SUPPORTED by C/Draheim, to review the Interim Director position based on previous discussion. MOTION CARRIED UNANIMOUSLY

Ch/Brown Clark adjourned the meeting at 9:17 p.m.

Roger A. Eakin, Secretary

| 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 | | | |
| 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 | | | |
| City of Lansing, Council | Judi Brown Clarke (Chair) | X | X | X | X | X | X | | | X | | | |
| City of Lansing, Council | Chris Swope | | | | 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 | | | |
| Clinton County Board of C/s | Adam Stacey | X | X | X | X | X | X | X | | X | | | |
| Clinton County Rd. Commission | Gail Watkins | X | X | X | X | X | X | X | | X | | | |
| Delta Charter Twp, Eaton County | Kenneth Fletcher | X | | | X | X | | | | X | | | |
| Eaton Area Transit Authority (EATRAN) | Christine Barnes | X | X | X | | X | X | X | | X | | | |
| Eaton County Board of Commissioners | Kent Austin | X | X | | X | X | X | | | X | | | |
| Eaton County Board of Commissioners | Roger A. Eakin | X | X | | X | X | X | X | | X | | | |
| Eaton County Rd. Commission | Dorothy E. Maxwell | X | 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 | | X | | | |
| Meridian Charter Twp, Ingham County | Julie Brixie | X | 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 | | 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); **9/17** Attorney Stephen Schultz; Ericka Hartigan, WLNS News