



TRI-COUNTY REGIONAL PLANNING COMMISSION

Planning for People in the Greater Lansing Region Since 1956

EXECUTIVE/PERSONNEL COMMITTEE

SPECIAL MEETING MINUTES

2011 OFFICERS

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City of Lansing Mayor

Clinton, Eaton and Ingham

County Chairpersons

EXECUTIVE DIRECTOR

Susan M.C. Pigg, CEcD

Date: September 2, 2011 (Wednesday) at 11:00 a.m.
Place: Tri-County Regional Planning Commission – FED Room
913 W. Holmes Road, Suite 201, Lansing MI 48910

Attendance: D. Pohl, H. Pizzo, C. Wood, D. Holman

Staff Present: S. Pigg, G. Hoffman

- I. **Call to Order** - Ch/Pohl called the meeting to order at 11:00 a.m.
- II. **Review and Discuss Proposed Office Site Proposals** – Ch/Pohl explained that the agenda is to review and discuss the proposals offered by two finalist office sites, determine any further information or analysis needed, and decide on next steps. The charge of the Committee is to consider the variety of issues and, if appropriate, offer a recommendation to the full Commission at their September meeting. He noted that all members received the proposals by email and invited S. Pigg to provide any additional information during the discussion.

Ch/Pohl invited the Committee to discuss the proposal for the Edgewood Rd. site. Staff clarified that the property is owned by the Walter Neller Estate- a trust established to manage the many properties in Mr. Neller's portfolio with CBRE representing now. Staff also pointed out that the current proposal was for Suite 2, and not for Ste. 13 that had been offered and toured. Ste. 2 is on the opposite end of the building and faces onto Miller Rd. near the housing development. It is slightly larger but has fewer offices built out. Issues concerning the stability of ownership were discussed and it was noted that much of the complex appears empty. The realtors did not provide requested utilities cost estimates. The Committee discussed the cost. G. Hoffman noted that the cost is about \$27,000 more than the Pinetree Rd. site over the life of a 10 year lease. Discussion about the financial schedule provided in the lease was held. Members noted that a one month security deposit was required, and there was no indication if it could be waived. The Committee discussed the value of having discounted rent or free months in the lease to help during the moving time. Members also expressed concern about the build-out allowance. Some felt it might not be enough to cover the large amount of work proposed including new lighting and outdoor windows, etc. They asked about options if that fund is short or if some was left after build out.

C/Pohl invited the Committee to discuss the Pinetree Rd. site more specifically. He noted that the proposed lease amount was very good and was pleased with the offer of free rent up front since this could help with current year moving costs. C/Pizzo suggested that TCRPC ask for a sink/counter and a coat rack for the large meeting room to accommodate the needs of those entering just for a meeting.

(Over)

The Committee discussed signage and noted the allowance for that in the draft lease. Staff shared utilities use estimates just received from the property manager. Members expressed interest in learning, if possible, the breakout of utilities used- separating the water, sewer and electric estimates and clarifying a "security" fee noted in the email message. They also asked for any estimates on improved electric costs due to the new efficient lights installed. The lease draft indicates that the renter would have to maintain the HVAC. G. Hoffman asked a local HVAC company who gave an estimate of \$340 for a service contract and possibly \$5,000 for an emergency replacement furnace if that had to be done.

Discussion continued on both proposals and on procedures. C/Wood suggested a lease amendment to address possible vandalism or outside damage to equipment or the building. Members noted the difference between a standard business renting and TCRPC whose budget is annual based on members' dues payments and grants. They suggested we seek a clause that accommodates that situation, such as a downsize or termination clause. Members discussed the maintenance of the site. They asked staff to get some good estimates of the cost of janitorial services and/or trash removal. They would like to see a budget/proposal for the full array of costs for a new location. They discussed the current arrangements and offered some suggestions for resources to contact regarding the various costs of relocating a business, including but not limited to changes in the insurance costs, security, etc. Staff will follow an appropriate bid process for these contracts. They asked for clarification or language regarding outdoor maintenance, window cleaning services, and signage or parking lot repairs if needed.

The Committee discussed the benefits to a move and the improved opportunities presented by a large meeting room as well as savings to staff time and travel. They also discussed the status of moving activities and budgets. S. Pigg and G. Hoffman described the office equipment and files downsizing underway and the estimates received for moving and computer equipment re-installation. Members asked staff to prepare all pending information for their next regularly scheduled Executive Committee meeting on Sept. 21. They will plan to review that information and consider a recommendation to the full Commission, or request additional information/ negotiations, or to restart the review process and select other sites to visit.

III. **Other/Adjourn**

There being no further business the meeting was adjourned at 12:40 p.m.



TRI-COUNTY REGIONAL PLANNING COMMISSION

Planning for People in the Greater Lansing Region Since 1956

MINUTES

Executive/Personnel Committee

Date: September 21, 2011 (Wednesday) at 3:00 p.m.
Place: TCRPC, 913 W. Holmes Road, Suite 201, Lansing MI

2011 OFFICERS

CHAIRPERSON

David Pohl, Clinton County

VICE-CHAIRPERSON

Howard Pizzo, Eaton County

TREASURER

Carol Wood, City of Lansing

SECRETARY

Dianne Holman, Ingham County

COMMISSIONERS

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Jessica Yorko

Michigan Department of Transportation

Denise Jackson

EX-OFFICIO

City of Lansing Mayor

Clinton, Eaton and Ingham

County Chairpersons

EXECUTIVE DIRECTOR

Susan M.C. Pigg, CEcD

Attendance: David Pohl, Howard Pizzo, Dianne Holman, Carol Wood
Staff Present: Susan M.C. Pigg, Greg Hoffman, Paul Hamilton, Maria Habba

I. Call to Order

Ch/Pohl called the meeting to 3:05 p.m.

II. Transportation Safe Routes to School Engineer Proposal (P. Hamilton)

Hamilton explained that a Safe Routes to Schools (SRTS) task has been in the Long Range Transportation Plan and Work Programs for years now. He has made various attempts to discuss needed safety evaluations of school routes that could be accomplished more effectively with a "regional" safety engineer working with all the school districts. The current initiative requires large school participation and the state has seen a limited turnout of schools going through the SRTS program. In consultation with MDOT and the Michigan Fitness Foundation, the lead on SRTS, Hamilton has drafted a proposal for a grant (\$495,000) for a full-time safety engineer position at TCRPC. MDOT is considering the request. Because the proposed project includes hiring, Hamilton wanted to share the idea with the Executive Committee before continuing forward. C/Holman said this is an appropriate activity of the TCRPC and the Committee concurred. Ms. Pigg noted that this proposal will provide recommendations in a manner that will improve the equity of all schools in the region. Hamilton will keep the committee informed about MDOT's decision.

III. Discussion of FY 2012 Revenue Assumptions

The FY 2012 budget will be an action item for TCRPC's Finance Committee and full Commission at the next regular meeting. Finance will meet at 7:00 p.m. to allow for more discussion time before recommendations are made to the Commission. Staff briefed the Committee on the budget revenue assumptions and impacts on programs and operations. Anticipated project revenues from pending contract/grant approvals were noted. C/Pizzo asked about the fund balance status. Greg will provide details to the Finance Committee at their meeting next week. Member allocations were kept at the same level as 2011. Ms. Pigg noted that Ingham Co. approved TCRPC dues through their budget process. The proposed budget includes moving costs listed under "special projects." C/Wood suggested that an asterisk be used to denote one-time costs. Greg said a FY 2011 budget revision will be needed for funds that weren't expended.

IV. Office Relocation Discussion

Ch/Pohl invited Ms. Pigg to discuss the summary she prepared on moving the TCRPC offices and to brief the Committee with information they requested at the last meeting. Ms. Pigg reviewed and recapped the search efforts to date and

addressed questions and concerns posed by the Executive Committee at their last meeting. She noted issues that were addressed with changes to the draft lease agreement. She said the relocation proposal responds to the criteria set forth by the Committee and staff and discussed with the Committee the rationale for the selected site. They also discussed characteristics of a good lease agreement that have been addressed by Dart Development Corp.

It was MOVED by C/Wood, SUPPORTED by C/Holman, to recommend to the TCRPC full Commission the moving of the TCRPC offices from its current location at 913 W. Holmes Road, Suite 201 to 3135 Pine Tree Road, Suite 2C. Lansing, MI with the executive director authorized to complete and sign a lease agreement and make arrangements for the move before the close of the existing lease. MOTION CARRIED UNANIMOUSLY.

V. **Director's Report – Activities and Issues**

Pending and proposed grants and contracts were reviewed in the budget description. Ms. Pigg briefed the Committee on initiatives to establish a regional Brownfields Redevelopment Coalition of the three counties to be eligible to apply for a region-wide assessment grant from USEPA. EPA is encouraging regional cooperation for these grants of \$1M or more, which is more than any one county can receive on its own. Ms. Pigg met with the region's County Brownfield Redevelopment directors to develop this idea. If awarded, TCRPC would administer and implement educational and data related activities with a small portion of the grant funds, and the rest would be equally divided amongst the three counties for actual Phase I and Phase II assessments that encourage businesses to locate on brownfield sites. This EPA Brownfields grant fund requires no match. County Brownfield directors are approaching their boards to join the regional coalition. The Committee discussed the initiative and there was consensus to wait until each of the three counties passed resolutions before asking the TCRPC to consider joining the coalition, possibly as a non-voting member.

Ms. Pigg announced that the Sustainable Communities HUD Grant pre-proposal was accepted and we've been invited to submit a full proposal worth \$3M. She described and discussed the proposed partners, the deliverables proposed, and shared her excitement over this important project. A key focus of the effort will be comprehensive and participatory planning initiatives focused on the corridor from the Lansing Capital, through eastside neighborhoods, through East Lansing past the University, and through Williamston to the village of Webberville.

Ms. Pigg briefed the Committee on a new transportation intern on staff, Mark Jones. Mark is working on his masters from MSU in Urban and Regional Planning focusing on non-motorized activities in the region. His research will complement the Long Range Transportation plan.

Ms. Pigg noted changes to health insurance benefits. We received notice of a significant increase and Greg was able to find a comparable plan through PHP with minimal changes from the previous plan. This will be a seamless transition with no coverage gaps and will be effective Oct. 1, 2011.

VI. **Draft 2012 Commission and Committee Meeting Schedule**

The draft 2012 meeting schedule was discussed. Executive Committee meetings will change to the Third Wednesday at 8:30 a.m. to allow more time for Commission packet preparation and mailing.

VII. **Review September 28, 2011 TCRPC Draft Meeting Agenda**

The agenda was reviewed. Ms. Pigg requested that Mr. Selig's presentation will be tailored to development projects and the international trade zone. It was MOVED by C/Wood, SUPPORTED by C/Pizzo, to approve the presented. MOTION CARRIED UNANIMOUSLY.

VIII. **Other/Adjourn**

It was MOVED by C/Wood, SUPPORTED by C/Pizzo to adjourn the meeting at 4:50 p.m.

A Proposal to Relocate the offices of the Tri-County Regional Planning Commission, Lansing MI

Prepared by Susan M. C. Pigg, CEcD- Executive Director 9/21/11

With information, assistance and special thanks to Greg Hoffman- TCRPC Director of Budget and Finance and Craig DeHaven-DeHaven Real Estate

Summary

The Tri-County Regional Planning Commission (TCRPC) board, executive director, and staff have expressed a need to relocate their offices. Presently those offices are located on the second floor of an aging building adjacent to retail and a busy intersection. The TCRPC Board has agreed and so we have provided this proposal which offers an option to relocate the TCRPC Office to an updated, larger, and easily accessible office suite at 3135 Pine Tree Road, Suite 2C, Lansing MI. Provided here is some summary background about the processes used to seek and identify a location that meets the criteria laid out in the initial proposal to move, and an estimated budget for new office and moving costs.

Statement of Need

The existing TCRPC offices, on the second floor at 913 W. Holmes Rd, Lansing no longer fully meet needs and enhance the work of the TCRPC staff, committees, and partners for a variety of reasons. The limitations and declining conditions of the office space limit staff productivity and effectiveness and impact staff creativity and morale. Some of the key concerns are described.

The current second floor location may not fully meet the intent and purpose of public accessibility. With no elevator or working lift, the second floor location could limit access by members and visitors. The current office cannot house many of the meetings that TCRPC hosts and facilitates if we are to meet our goals of accessibility. A failure to comply fully with accessibility requirements could leave TCRPC ineligible for federal and state funding, a large part of our budget. So, TCRPC borrows and/or rents public and private meeting spaces. Staff time and travel are expended in arranging for and hosting meetings and events off-site. This cost could be significantly reduced with an office space that included accessible meeting space. Similarly, this would decrease the staff time spent reserving rooms, hauling meeting supplies and setting up meetings in other sites. The cost of mileage reimbursed to employees for these current trips will also be reduced. We conservatively estimate a potential savings of over \$6,000 per year in travel reimbursements and staff time over the approximately ninety TCRPC meetings that are currently hosted offsite each year. In addition, much of the over \$3,000 per year budgeted for rent of facilities could be saved by moving to an office that included sufficient meeting space.

The current office area is primarily retail/commercial with large volumes of unrelated car and pedestrian travel through and past the offices. And, the current building now houses a wide range of client service agencies with customer traffic through the building. This impacts the availability of accessible parking, can impede the entrances to our suite, and affects our access to restrooms and storage space through the building's common areas. The noise and traffic levels can be incompatible with TCRPC's engineering, planning, and technical work sessions.

The current office space does not include or accommodate updated electric and internet capacities. Data use and transfer, web site development and maintenance, and email communications are limited by the poor communications infrastructure in the current offices.

The heating and cooling systems have ongoing problems and the amount of time when systems are not functioning has increased dramatically and steadily over the past few years. The condition and appearance of the common areas of the building continue to decline. Concerns regarding lighting, personal safety, indoor air quality, and building integrity continue to increase and can affect the willingness of staff and guests/clients staff and volunteers for time in the office.

New Office Site Selection Process Summary

Any move from the present TCRPC offices will require a lease agreement. TCRPC's funding structure is based on a year-to-year membership of municipalities, grants and work plan contracts with local, state, and federal government agencies. While TCRPC does own a variety of office equipment and materials, it does not have the staff nor capacity currently to become a real estate owner. As such purchasing and/or building a new location were not given further consideration.

In May, 2011 a proposal to consider new office locations was developed and considered with staff, the Commission Executive Committee, and the Commissioners. Staff worked with realtor Craig DeHaven to develop a comprehensive request for sites that included consideration of a wide range of factors regarding the location (central and accessible) as well as the space size and layout. Staff, with the realtor's assistance identified more than 25 possible sites that met minimum criteria and then visited over 15 potential sites in the region. Staff shared the results with the Executive Committee which identified three finalist sites and toured them. Per resolution, the Commission approved staff and its Executive Committee to identify a new office space and to negotiate a favorable lease agreement so that it could be executed contingent upon Commission approval. Proposals with draft lease agreements were considered for two sites. With the executive committee's directions and questions about a variety of specific factors, we now have negotiated a successful draft lease agreement for the proposed site on Pine Tree Road and seek the Commission's approval.

Human Capital

Because the Pine Tree Rd site is both central to the TCRPC membership and well located in our region we feel strongly that the TCRPC staff and partners will benefit from this new location. We further believe that the new space will increase the numbers of our partners that visit us in the new facility, use our data and planning services, and lend volunteer support. We believe the new location, with its improved access, amenities, and size could provide a significant increase of participation in the meetings and other activities of the TCRPC.

Staff feels that the improved quality of the interior work space with energy efficient and natural light, higher ceilings, and open office arrangements will improve the teamwork and efficiency of our staff and partners. We also note opportunities to use outdoor spaces to conduct demonstrations and events, particularly by environmental staff. We feel that the location closer to Michigan State University can increase our successful interactions and partnerships with the University through student internships, research partnerships, and development planning efforts. The proposed new location appears easier to find, is on a bus line, is walk/bike-able, and is located near existing and potential project partners.

FISCAL CONSIDERATIONS

The potential costs of a move have been carefully considered by staff and the Committee and some of our estimates and calculations are provided here. Conservative estimates based on information from other offices, realtor professionals, and possible service providers were considered. To date, no commitments, contracts, nor agreements have been made for any of these estimated costs or services.

Rent:

Current 4293 sf at \$14.15/sf = \$5,063.73/mo \$60,756/yr
(Includes utilities and janitorial service)

Proposed 5130 sf x 9.50/sf year 1 = \$ 4,061/mo \$48,735/yr
(An increase of 837sf at a lower rent rate)

Plus Utilities (*estimated*)

Water/sewer/gas heat/electric \$ 2.90/sf x 5130sf =1,241/mo x 12 + \$14,895/yr
Janitorial, Trash, etc. \$ 122/wk x 52 + \$ 6,361/yr
Annual Maintenance Contract for HVAC + \$ 500
\$21,765

Proposed Total \$70,500/yr

Estimates show that our rent and facilities expenses could increase by \$9,744 more per year. But, we would gain an additional 837 sf of meeting/office space at a rate of \$11.64/sf- much lower than our current rental rate of \$14.15/sf. And, estimates of TCRPC's expenses, costs, and lost productivity in hosting off-site meetings (based on lost staff productivity, travel/mileage reimbursements, facility rentals, etc.) indicate a possible reduced overall expense of over \$9,818 per year if we can host meetings on site.

Special Project- Moving Estimate in 2012 budget

Estimates based on info from realtors, service provider estimates, similar experiences

Furniture Moving cost estimate: \$10,000 (estimates ranged \$5000- \$14,000)
Copier move and re-install: \$ 200
Computer move/reinstall: \$3,300
Cubicles/dividers design, remove, reinstall: \$5,000
Telephones move/service installation: \$1,700
Deposit (this is not an actual accounting
"cost" but considers yr 1 cash flow) \$4,800

Total in 2012 TCRPC Proposed Budget \$25,000

RESOLUTION TO MOVE
THE OFFICES OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION

Resolution adopted by the Tri-County Regional Planning Commission at its regularly scheduled Board meeting of September 28, 2011:

WHEREAS, the Tri-County Regional Planning Commission has provided planning assistance and services to the mid-Michigan region of Clinton, Eaton, and Ingham Counties from its current location at 913 W. Holmes Rd, Suite 201, Lansing Michigan for over thirty years; and

WHEREAS, the Executive Committee with the assistance of the staff has determined that a new office location would sustain and improve the quality and efficiency of the Tri-County Regional Planning Commission's services and activities now and in the future; and

WHEREAS, the Executive Committee, as authorized by the Commission, has negotiated a good agreement with Dart Development Corporation for a 10-year rental agreement at 3135 Pine Tree, Suite 2C in Lansing, Michigan; now

THEREFORE, BE IT RESOLVED that the Tri-County Regional Planning Commission hereby approves the office move to 3135 Pine Tree, Suite 2C in Lansing, Michigan and authorizes the Executive Director to execute a lease agreement with Dart Development Corporation; and

BE IT FURTHER RESOLVED that the Commission authorizes the Executive Director, Susan M.C. Pigg, to make arrangements for a move of the offices before November 30, 2011 including terminating the current lease agreement and to execute all contracts, leases, purchase agreements and/or amendments thereto in accord with established procedures.

David Pohl, TCRPC Chairperson

Date



TRI-COUNTY REGIONAL PLANNING COMMISSION

Planning for People in the Greater Lansing Region Since 1956

MINUTES

Program & Grant Review Committee

2011 OFFICERS

CHAIRPERSON

David Pohl, Clinton County

VICE-CHAIRPERSON

Howard Pizzo, Eaton County

TREASURER

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Jessica Yorko

Michigan Department of Transportation

Denise Jackson

EX-OFFICIO

City of Lansing Mayor

Clinton, Eaton and Ingham

County Chairpersons

EXECUTIVE DIRECTOR

Susan M.C. Pigg, CEcD

DATE: September 14, 2011 (Wednesday) at 3:00 p.m.
PLACE: Tri-County Regional Planning Commission
913 W. Holmes Road (Suite 201) Lansing MI 48910

Members Present: D. Holman, L. Martin, R. Bauerle, D. Tennis

Staff Present: S. Pigg, H. Gmazel, E. Campbell

The meeting was called to order by Ch/Holman at 3:00 p.m.

I. Grant Projects and Contracts Pending (staff updates and status review)

- A. Michigan State Police to Update Hazard Mitigation Plans – H. Gmazel
Plans were adopted in 2006 and need to be updated. Grant applications submitted last winter are now approved. Ingham Co. will be the official recipient and they will contract with TCRPC to administer \$81,600 with in-kind match of \$30,000 calculated from the participation by partners-staff time, meeting space and support, data and research ect. C/Martin noted that the grants were originally promised for December 2010 issuance. He noted that the new plans must be a complete re-do, not just minor changes or updates to the existing. Ch/Holman and the Committee discussed the current plans which are difficult to access and use. The addition of LiDAR (digital elevations) will improve them.
- B. Development of a Management Plan for Watersheds – E. Campbell
In one grant, the MSU Water Research Institute and others have partnered up to develop a plan for the Red Cedar Watershed. TCRPC will be a sub-contractor receiving \$50,000 over 2 years to cover Erin's time to develop a 319 Watershed Plan. Another grant to Eaton Co. Conservation District was to develop a Plan to protect the entire middle of the Grand River watershed that runs through the county from Eaton Rapids to Sunfield. Erin described a new project she is working on -not grant funded- that will join the many watershed councils, protection groups, and others concerned with the Grand River as it runs through our entire region. Erin is serving as the Middle Grand River Organization of Watersheds (MGROW) as they develop a structure, bylaws, and operating procedures. With more coordination, many will be able to seek more funding for their efforts that help the entire watershed including more 319 Plan grant applications.
- C. Multi-jurisdictional Parks and Recreation Plans for Eaton Rapids Area – H. Gmazel
described the Eaton Rapids Area's initiative to create a joint Parks Plan with her assistance. TCRPC will contract for \$4,500 to facilitate that plan. It meets Greening Mid-Michigan project goals and can serve as a model to other small area groups to cooperatively develop Parks plans. The project will be completed by the end of March, 2012.

- D. By-Product Synergy EPA Grant – S. Pigg noted that Environmental Planner C. Spitzley and she wrote an application for EPA funds to support establishing a By-Product Synergy network of businesses that share or benefit from each other’s waste (by-product) streams. The grant was submitted through DEQ and EPA has funded it for about half of the initial request. So, TCRPC will contract to administer that project for DEQ for about \$60,000 over two years. We anticipate contracts in November and will be partnering with area businesses and some manufacturers groups.
- E. Building Healthy Communities Grants – MI Department of Community Health is granting funds to the Ingham Co. Health Department to implement some actions plans of the Land Use Health Resource Team that TCRPC chairs with them. TCRPC will be contracted for Complete Streets ordinance development and Safe Routes to Schools projects. C/Tennis asked about the roles of transportation funding and road commissions and the Committee discussed this and related safe routes to schools program issues. Ms. Pigg also briefly described Transportation Planner Paul Hamilton’s proposal to MDOT to fund a full time transportation safety engineer to review and recommend safe routes with all of the region’s school districts. He hopes to learn soon if MDOT will consider this new approach.
- F. EDA Planning Grant (2010-2012) – All annual reports have been submitted and accepted. S. Pigg met with the Dept. of Commerce EDA Deputy Director on his visit to the region. The regional coordinator, D. Foldenaur will visit from Chicago next week.

II. Grant Applications and Contracts Proposed

S. Pigg gave an overview of pending and prepared applications.

- A. HUD Sustainable Communities Grant – The pre-application was successful and, with an invitation to apply from HUD, staff is now preparing the application for this \$3M project which is due at the end of September. We are seeking specific letters of support from a wide range of organizations and partners. The committee discussed the grant concept and purpose.
- B. DEQ Wellhead Protection Grant Applications were submitted for Delta Twp., Lansing Twp. and East Lansing/Meridian Water & Sewer Authority. The Lansing Twp. Project, if funded, would work with MSU student teams using the audit tool developed during a similar project that TCRPC hosted last year. They also hope to develop a regional brand for wellhead protection.
- C. EPA Regional Brownfields Coalition – S. Pigg is working with the Brownfields Authorities in all three counties to establish a regional coalition and become eligible to apply for assessment grant funds on a regional basis. Ms. Pigg described the program and noted that the NOFA for the grants is expected in mid-late September. In the next month county boards may be asked to resolve to join the Coalition.

III. Adjourn

The meeting adjourned at 4:00 p.m.



TRI-COUNTY REGIONAL PLANNING COMMISSION

Planning for People in the Greater Lansing Region Since 1956

MINUTES

Transportation Review Committee (TRC)

2011 OFFICERS

CHAIRPERSON

David Pohl, Clinton County

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Denise Jackson

EX-OFFICIO

City of Lansing Mayor
Clinton, Eaton and Ingham
County Chairpersons

EXECUTIVE DIRECTOR

Susan M.C. Pigg, CEcd

Date: September 14, 2011 (Wednesday) at 4:00 p.m.
Place: Tri-County Regional Planning Commission (Southwind Conference Room)
913 W. Holmes Road, Lansing MI 48910

Attendance: See attached attendance sheet.

Staff Present: Susan M.C. Pigg, Paul Hamilton, Steve Skinker, Maria Habba

The meeting was called to order by Ch/Monsma at approximately 4:05 p.m.

I. Introductions/Minutes

It was MOVED by C/Pizzo, SUPPORTED by C/Bauerle, to approve the July 20, 2011 minutes as amended. MOTION CARRIED UNANIMOUSLY.

II. Asset Management Presentation

William Tansil, MDOT Transportation Asset Management Council (TAMC) Division Administrator, presented current TAMC activities and explained the asset management process as a tool to guide road maintenance. Asset Management is a collection of roadway and traffic data that is used to manage the state's assets. TAMC was created as a single venue to express issues to be conveyed to the Legislature. TAMC includes representation from the Michigan Municipal League, Michigan County Road Association, Michigan Association of Regions, Michigan Department of Transportation, Michigan Township Association and Michigan Association of Counties. MPO's are asked to work with local units to collect PASER ratings of the federal aid road system. He noted that our tri-county area is well represented and has collected data since 2004. The TAMC believes that they can slow the deterioration of roads with this data by applying asset management principles. They are developing tools to make data collection easier and may require less human resources in the future. Please visit the TAMC dashboard at <http://tamc.mcgi.state.mi.us/MITRP/Data/paserdashboard.aspx> for more details. Mr. Tansil briefly described the benefits of having a local asset management plan, which includes flexibility for cities and villages to use Act 51 funds on their local roads. Hamilton will forward training opportunities on developing asset management plans via email and noted that TCRPC will cover the cost for Commissioners to attend.

III. TIP Amendments (CARTS recommends approval)

A. **Clinton County: Adjusting segments of Turner Rd. to be constructed in 2012-2013, adjusts costs, adds advance construct and removes Turner from Stoll to Clark Rd. placing it on the illustrative list, with no change in total funds.** It was MOVED by C/Bauerle, SUPPORTED by C/Tennis, to recommend approval of Clinton County's requested TIP amendments. MOTION CARRIED UNANIMOUSLY.

(Over)

- A. **City of St. Johns: Adds Tolles, Technical and Zeeb Drives as a potential TEDF Category F project to the illustrative list at a total cost of \$395,800 (\$221,800 Category F; \$174,000 local).** Category “F” is a special fund to bridge gaps in all-season routes typically in urban/rural transitional areas. It was MOVED by C/Tennis, SUPPORTED by C/Bauerle, to recommend approval of adding the City of St. Johns project to the 2011-2014 TIP illustrative list pending award. MOTION CARRIED UNANIMOUSLY.
- B. **Clinton Transit: Adds a State of Good Repair grant for a 36,000 square foot bus storage facility (\$1,152,000 fed) and a 3,000 square foot intermodal station (\$92,400 fed) to the illustrative list pending award.** It was MOVED by C/Bauerle, SUPPORTED by C/Pizzo, to recommend approval of adding the Clinton Transit project to the 2011-2014 TIP illustrative list pending award. MOTION CARRIED UNANIMOUSLY.
- C. **Administrative Amendments:** Staff reported on administrative adjustments to the 2011-2014 TIP. The City of Lansing’s TCSP grant for the Reo project was awarded and so the project was advanced into the TIP. CATA’s project for new bike racks on buses was advanced into the TIP with a match to come through the Tri-County Bicycle Association. Changes were made to Clinton Transit’s operating costs and MichiVan adjustments were made.

V. **Status of 2011 Urban STP and CMAQ Projects**

The Michigan Ave. extension project was obligated on Aug 23 slightly under the 120% level. The ICRC approved a settlement of their previously filed condemnation suite for the right-of-way at Burcham and Park Lake for a roundabout. Revisions will be submitted to MDOT and should be obligated on time. The Waverly Rd. non-motorized pathway has not yet been obligated by MDOT, but is being monitored by the City and TCRPC.

VI. **New TIP Amendment Schedule**

Hamilton reviewed the new schedule noting that there are now two weeks blocks between both MDOT and FHWA approval.

VII. **Status Reports**

- REMI/Employment Data – Draft county level population and employment forecasts generated from the REMI model were received. Staff will review data and submit comments. Final data should be available in December for the next plan update.
- Reauthorization Update – Hamilton said a six month extension passed through the House and will go before the Senate. Hamilton encouraged members to speak with their Congressional leaders and reminded everyone to submit projects early.
- Safe Routes to Schools – In consultation with MDOT, Hamilton has developed a proposal to fund a safety engineer position at TCRPC to evaluate all schools in the region. A draft proposal will be presented to the TCRPC Executive Committee for information.
- MDOT County Summits – Summits will all be held at 9 a.m. October 25th - ICRC; October 27th ECRC; November 3rd CCRC. MDOT distributed a joint letter signed by Steven Bower, MDOT and Susan M.C. Pigg, TCRPC. Hamilton encouraged attendance to discuss past, present and future projects. TCRPC has posted these dates on the website and in its newsletter.

VIII. **Other/Adjourn**

Ch/Monsma said communication from Lansing Township was enclosed in packets. It was MOVED by C/Tennis, SUPPORTED by C/Osieczonek, to adjourn the meeting at 5:20 p.m.

COMPOSITE ATTENDANCE RECORD
TRANSPORTATION REVIEW COMMITTEE 2011

C=Cancelled
A=Alternate
A1=1st Alternate
A2=2nd Alternate
A3=3rd Alternate

GOVERNMENTAL UNIT/AGENCY	MONTH/DAY												
	1/12	2/9	3/9	4/13	5/11	6/22	7/20	8/10	9/14	10/12	11/9	12/7	TOTAL
Clinton County: Clinton County Road Commission Bauerle	C	X	C	X	X	X		C	X				
Eaton County: Eaton County Road Commission Pizzo Tennis	C C	X X	C C	X X	X X	X X	X X	C C	X X				
EATRAN Osieczonek	C	X	C	X	X	X	X	C	X				
Ingham County: Ingham County Road Commission Beard McGrain Veenstra Dravenstatt-Moceri	C C C C	X X X	C C C	X X	X X X	X X	X X	C C C C					
Lansing City: CATA Wood Yorko Monsma	C C C	X X X	C C	X X	X X	X	X	C C C	X	X			
MDOT: McBurrows	C	X	C	X	X	X	X	C	X				
TOTAL VOTING MEMBERS		12		9	12	8	8		7				
NON VOTING MEMBERS: CATA: D Alexander J Ball (May 2010) N Wilson (A-1)	C	X	C	X	X	X	X	C	X				
EATRAN: Webb	C		C					C					
CRAA: Daigle	C		C			X	X	C					
FHWA: Pickard	C		C					C					
MDEQ: Rusch	C		C					C					
TOTAL		13		10	13	10	10		9				

Others in attendance: 4/13/11 – C/Boles, Eaton County; C. Gamble, A. Kilpatrick, City of Lansing; J. Daher, S. Hayward, Lansing Twp; D. Kosinski, Citizens Against Extending Michigan Avenue; W. Ballanger, Waverly Hills Association; B. Pugh, Waverly Hills Subdivision. 6/22/11 – Ch/Pohl, Clinton County; N. Wilson, CATA; B. Ballou, ECRC. 7/20/11 – Ch/Pohl, Clinton County; T. Damon, Lansing Regional Chamber; B. Selig, M. Daigle and B. O'Brien, Capital Region Airport Authority; C. Bond, CAEMA; G. Mackay, C. Cushman and O. Norkin, Indian Trails/Michigan Flyer; R. Woodstock, Mid-Michigan Bus Travel Coalition; P. Cunningham, Capitol National Bank; J. Hicks, Delta Township; A. Kilpatrick, City of Lansing. 9/14/11 – William Tansil, MDOT Asset Management Council.

Kathy Donahue

**Subject: Fwd: Turner
Road Tip Amendment**

From: Dan Armentrout [mailto:ArmentroutD@ccrc-roads.com]
Sent: Thursday, August 18, 2011 6:57 AM
To: sskinker@mitcrpc.org
Cc: Godley, Gerrad; Joseph D. Pulver; Tim Cleaver
Subject: Turner Road TIP ammendment

Steve

The existing TIP has the following Projects

2012 Turner – Stoll to Clark	\$200,000 USTP with \$50,000 local match
2013 Turner – State to Stoll	\$179,000 USTP with \$45,000 local match
2014 Turner – Sheridan to State	\$240,000 USTP with \$60,000 local match

We would like to flip the order and adjust some amounts.

We propose the following TIP amendment.

2012 Turner-Sheridan to State	\$200,000 USTP with \$50,000 local match
Advance Construct from 2013 funds	\$100,000 USTP with \$25,000 local match
2013 Turner – State to Stoll	\$79,000 USTP with \$63,200 local match
Advance Construct from 2014	\$240,000 USTP with \$60,000 local match

The total dollar amounts per year would not change.

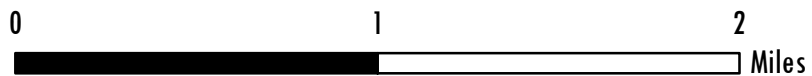
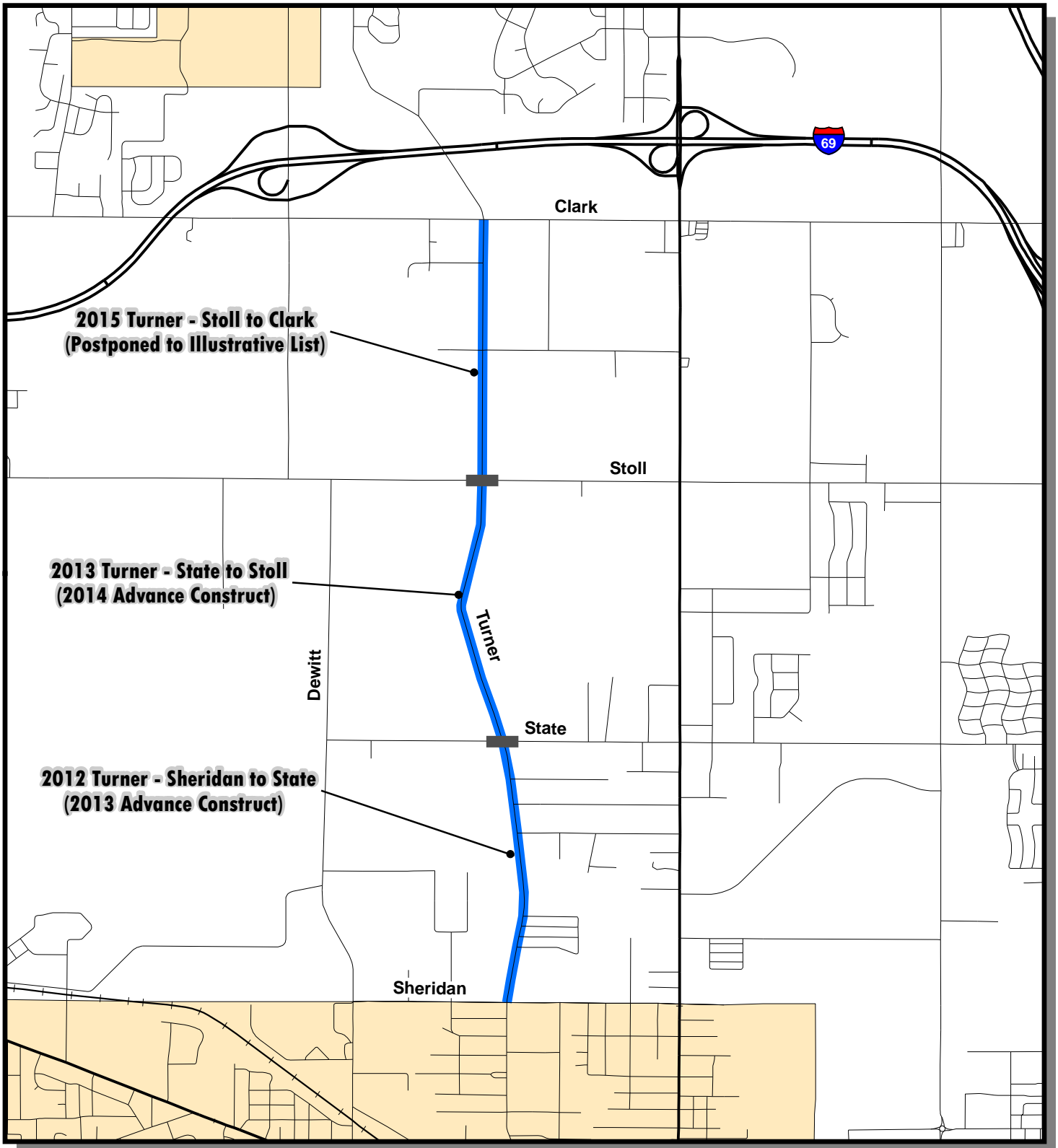
Thanks

Dan Armentrout
Dir. Of Engineering
Clinton County Road Commission

Clinton County TIP Amendment

9/7/11

Urban STP





Lansing • Grand Rapids
Gaylord • Escanaba

725 Prudden Street
Lansing, MI 48906

P: 517.371.1200
F: 517.371.2013

info@c2ae.com
www.c2ae.com

August 17, 2011

Mr. Paul Hamilton, Chief Transportation Planner
Mr. Steve Skinker, Transportation Planner
Tri-County Regional Planning Commission
913 West Holmes Road, Suite 201
Lansing, MI 48910

Re: Request for Administrative Change –
Add Project the TIP Illustrative List
Hamman Drive, Kinneville Highway, Hults Drive
City of St. Johns, Clinton County, MI

Dear Mr. Hamilton and Mr. Skinker:

On behalf of the City of St. Johns, we are requesting that the industrial park project, which the City has requested MDOT TEDF Category F funding for request for Tolles Drive, Technical Drive, and Zeeb Drive, (approximately 0.76 mile) be added to the Tri-County TIP Illustrative List.

Funding is summarized below in Table A:

Table A			
Hamman Drive, Kinneville Highway, and Hults Drive – MDOT Category F Grant			
City of St. Johns, Clinton County, MI			
Description	Total Cost	Category F Grant	City
Preliminary Engineering	\$20,000	\$0	\$20,000
Road Construction	\$332,800	\$221,800	\$111,000
Construction Engineering, Inspection, Testing	\$43,000	\$0	43,000
Total	\$395,800	\$221,800	\$174,000

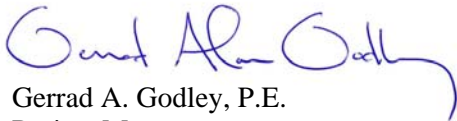
The City anticipates completing the proposed project when the Category F Funding is approved.

Mr. Paul Hamilton, Chief Transportation Planner - Tri-County Regional Planning Commission
Mr. Steve Skinker, Transportation Planner - Tri-County Regional Planning Commission
August 17, 2011
Page 2 of 2

In the interim, please let us know if you have questions/comments regarding the proposed project; we will continue to provide project updates via monthly the CARTS meetings. Thanks.

Sincerely,

C2AE



Gerrad A. Godley, P.E.
Project Manager

GAG/100053

Cc: Mr. Jeff Stephens, Director of Public Services, City of St. Johns
Mr. Dennis LaForest, City Manager, City of St. Johns

CITY OF ST. JOHNS, MICHIGAN STREET SYSTEM

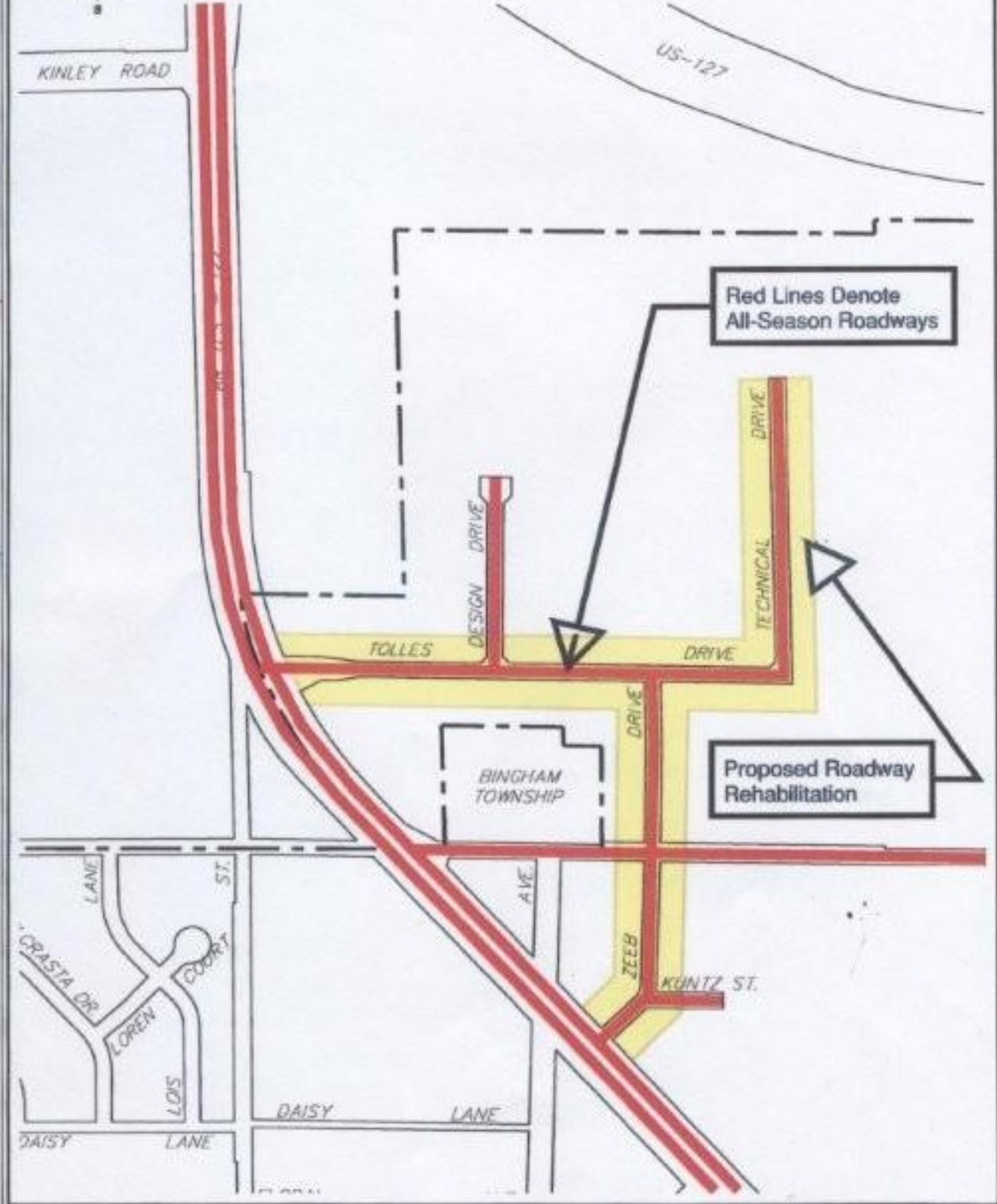


KINLEY ROAD

US-127

Red Lines Denote
All-Season Roadways

Proposed Roadway
Rehabilitation





August 31, 2011

Paul Hamilton
Tri County Regional Planning Commission
913 West Holmes Road, Suite201
Lansing, MI 48910

Dear TCRPC:

MDOT has placed in TEAM application a Clinton Transit application for the State of Good Repair FY 11 for a 36,000 sq. ft. Bus Storage and 3,000 sq. ft Intermodal Station. We request that this be placed in the TIP.

Bus Storage	\$1,152,000 Federal	\$288,000 State	\$1,440,000 Total
Intermodal Station	\$92,400 Federal	\$23,100 State	\$115,500 Total

Thank you.

A handwritten signature in cursive script that reads "Rose May Mason".

Rose May Mason
Clinton Transit
General Manager

FY 2012 S/TIP Amendment Schedule (08.16.11)

SEPTEMBER 2011						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2011						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2011						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2011						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2012						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March 2012						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2012						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2012						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2012						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July Snapshots and project lists would not be approved until late September.

Amendment Schedule Action Items:	
MAP Database Query	MDOT finished with reviews/Sends Ltr
Projects submitted to MPO	FHWA/FTA Approval; Program changes
MPO submission deadline	EPA Approval (if applicable)

SCHEDULE DOES NOT APPLY TO SEMCOG



TRI-COUNTY REGIONAL PLANNING COMMISSION

Planning for People in the Greater Lansing Region Since 1956

FINANCE COMMITTEE MEETING NOTICE

2011 OFFICERS

CHAIRPERSON

David Pohl, Clinton County

VICE-CHAIRPERSON

Howard Pizzo, Eaton County

TREASURER

Carol Wood, City of Lansing

SECRETARY

Dianne Holman, Ingham County

COMMISSIONERS

Clinton County

Russel Bauerle
Larry Martin
David Pohl

Eaton County

Daryl Baker
John Boles
Jim Osieczonek
Howard Pizzo
Darrell Tennis

Ingham County

Kevin Beard
James Dravenstatt-Moceri
Dianne Holman
Brian McGrain
John Veenstra

City of Lansing

Tina Houghton
Ralph Monsma
Shirley M. Rodgers
Carol Wood
Jessica Yorko

Michigan Department of Transportation

Denise Jackson

EX-OFFICIO

City of Lansing Mayor
Clinton, Eaton and Ingham
County Chairpersons

EXECUTIVE DIRECTOR

Susan M.C. Pigg, CEcD

DATE: Wednesday, September 28, 2011

TIME: 7:00 p.m.

Please note earlier time.

PLACE: Ingham County Human Services Building
5303 South Cedar Street
Conference Room C
Lansing, MI 48910

PROPOSED AGENDA

I. Financial Statements

The financial statements for July and August 2011 are enclosed. We request the Committee recommend the statements be received and placed on file.

II Proposed Budget Revision

Enclosed is a budget revision for FY 2011. We request the Committee recommend the budget revision to TCRPC for adoption.

III. Proposed Budget for FY 2012

Enclosed are the proposed budget and anticipated project revenues for FY 2012. We request the Committee recommend to TCRPC the adoption of the 2012 budget.

IV. Other

V. Adjourn

TRI-COUNTY REGIONAL PLANNING COMMISSION
 EXPENDITURE REPORT
 JULY 2011
 FISCAL YEAR 10/1/10 TO 9/30/11

LINE ITEM CATEGORY	BUDGET	CURRENT MONTH	FISCAL YEAR TO DATE	BALANCE	PERCENT EXPENDED
Salaries	799,554	65,065.72	663,881.02	135,672.98	83.03%
Fringe Benefits	415,683	38,901.94	365,528.97	50,154.03	87.93%
Advertising	4,000		3,714.21	285.79	92.86%
Audit	8,100		8,100.00	0.00	100.00%
Bank Service Charges	800	54.20	593.17	206.83	74.15%
Commission Mtg Expense	1,500		1,500.00	0.00	100.00%
Commission Travel	1,500	465.69	477.69	1,022.31	31.85%
Computer Services	11,500	648.95	8,461.82	3,038.18	73.58%
Computer Software	25,025		23,554.99	1,470.01	94.13%
Discretionary Funds	5,000		4,180.02	819.98	83.60%
Equipment Maintenance	2,300		1,573.90	726.10	68.43%
Fixed Asset Depreciation	13,500	821.21	8,591.62	4,908.38	63.64%
Furniture/Equipment Purch.	15,000		4,056.29	10,943.71	27.04%
Graphic Supplies	1,200		468.00	732.00	39.00%
Insurance	6,258		6,258.00	0.00	100.00%
Membership Dues	11,735	1,260.00	8,902.21	2,832.79	75.86%
Office Supplies	7,600	165.41	5,203.87	2,396.13	68.47%
Pass Through	70,815	2,006.88	72,726.57	(1,911.57)	102.70%
Postage	11,765	293.40	2,863.38	8,901.62	24.34%
Printing & Copying	27,200	291.96	5,448.77	21,751.23	20.03%
Publications	1,250		941.06	308.94	75.28%
Recognition Awards	250		250.00	0.00	100.00%
Rent - Equipment	1,700		0.00	1,700.00	0.00%
Rent - Meeting Facility	2,050		0.00	2,050.00	0.00%
Rent - Office	60,800	4,889.50	49,935.97	10,864.03	82.13%
Special Projects	15,134		7,831.50	7,302.50	51.75%
Subscriptions	1,000		465.32	534.68	46.53%
Telephone	3,600	173.25	1,652.55	1,947.45	45.90%
Training	3,300		2,398.25	901.75	72.67%
Transfer for Match	213,319	17,729.40	157,319.52	55,999.48	73.75%
Travel - In	13,500	189.16	8,455.61	5,044.39	62.63%
Travel - Out	14,000	5,129.29	9,713.14	4,286.86	69.38%
Totals	1,769,938	138,085.96	1,435,047.42	334,890.58	81.08%

TRI-COUNTY REGIONAL PLANNING COMMISSION
EXPENDITURE REPORT
AUGUST 2011
FISCAL YEAR 10/1/10 TO 9/30/11

LINE ITEM CATEGORY	BUDGET	CURRENT MONTH	FISCAL YEAR TO DATE	BALANCE	PERCENT EXPENDED
Salaries	799,554	61,954.13	725,835.15	73,718.85	90.78%
Fringe Benefits	415,683	36,561.32	402,090.29	13,592.71	96.73%
Advertising	4,000		3,714.21	285.79	92.86%
Audit	8,100		8,100.00	0.00	100.00%
Bank Service Charges	800	57.34	650.51	149.49	81.31%
Commission Mtg Expense	1,500		1,500.00	0.00	100.00%
Commission Travel	1,500		477.69	1,022.31	31.85%
Computer Services	11,500	249.95	8,711.77	2,788.23	75.75%
Computer Software	25,025		23,554.99	1,470.01	94.13%
Discretionary Funds	5,000		4,180.02	819.98	83.60%
Equipment Maintenance	2,300	165.00	1,738.90	561.10	75.60%
Fixed Asset Depreciation	13,500	631.73	9,223.35	4,276.65	68.32%
Furniture/Equipment Purch.	15,000		4,056.29	10,943.71	27.04%
Graphic Supplies	1,200	245.91	713.91	486.09	59.49%
Insurance	6,258		6,258.00	0.00	100.00%
Membership Dues	11,735	375.00	9,277.21	2,457.79	79.06%
Office Supplies	7,600	178.05	5,381.92	2,218.08	70.81%
Pass Through	70,815		72,726.57	(1,911.57)	102.70%
Postage	11,765	90.50	2,953.88	8,811.12	25.11%
Printing & Copying	27,200	969.98	6,418.75	20,781.25	23.60%
Publications	1,250		941.06	308.94	75.28%
Recognition Awards	250		250.00	0.00	100.00%
Rent - Equipment	1,700		0.00	1,700.00	0.00%
Rent - Meeting Facility	2,050		0.00	2,050.00	0.00%
Rent - Office	60,800	4,888.54	54,824.51	5,975.49	90.17%
Special Projects	15,134		7,831.50	7,302.50	51.75%
Subscriptions	1,000		465.32	534.68	46.53%
Telephone	3,600	184.82	1,837.37	1,762.63	51.04%
Training	3,300		2,398.25	901.75	72.67%
Transfer for Match	213,319	17,753.20	175,072.72	38,246.28	82.07%
Travel - In	13,500	240.25	8,695.86	4,804.14	64.41%
Travel - Out	14,000	224.40	9,937.54	4,062.46	70.98%
Totals	1,769,938	124,770.12	1,559,817.54	210,120.46	88.13%

TCRPC Budget Revision - September 2011
REVENUES BY FUNDING SOURCE

	2011 Budget	+/-	Proposed Budget
Groundwater Management Brd.	45,000		45,000
Stormwater Phase II	93,100		93,100
Wellhead Protection - DEQ	108,534		108,534
FHWA	649,409		649,409
FTA	164,119		164,119
MDOT/253	40,100		40,100
Asset Management	33,786		33,786
Economic Development	125,256		125,256
Air Photos - Local	67,815		67,815
Mid-Michigan Water Authority	8,000		8,000
Ingham County Health Department - Complete Streets Grants	5,450		5,450
MSUE Project GREEN Grant - Ag Business Plan	0	1,000.00	1,000
Member Allocation	370,440		370,440
Equipment and Furniture Reimbursement	13,200	(3,100.00)	10,100
	1,724,209	(2,100.00)	1,722,109

TRANSFER FOR MATCH

	TOTAL	FEDERAL	MATCH
FHWA	649,409	531,541	117,868
FTA	164,119	131,295	32,824
EDA	125,256	62,628	<u>62,628</u>
TOTAL MATCH			213,320

(Over)

TCRPC - 2011 Budget Revision - Sept.**REVENUES**

	2011 Budget	+/-	Proposed Budget	
Federal	725,464		725,464	
State	73,886		73,886	
Local	327,899	1,000	328,899	
Member Allocation	370,440		370,440	
Other Sources				
Fixed Assets Reimbursement	13,200	(3,100)	10,100	
Interest				
Subtotal	<u>1,510,889</u>	<u>(2,100)</u>	<u>1,508,789</u>	
Other Financing Sources				
Local Match	213,320		213,320	
Equity				
TOTAL	<u>1,724,209</u>	<u>(2,100)</u>	<u>1,722,109</u>	1,722,109

EXPENSES

Salaries	799,554	3,500	803,054	
Fringe Benefits	415,683	23,300	438,983	
Advertising	4,000		4,000	
Audit	8,100		8,100	
Bank Service Charges	800		800	
Commission Meeting Expenses	1,500		1,500	
Commission Travel	1,500	(750)	750	
Computer Services	11,500		11,500	
Computer Software	25,025		25,025	
Consultant Fee				
Contractual Services				
Discretionary Fund	5,000		5,000	
Equipment Maintenance	2,300	(500)	1,800	
Fixed Assets Depreciation	13,500	(3,400)	10,100	
Furniture/Equipment Purchases	15,000	(5,000)	10,000	
Graphics Supplies	1,200		1,200	
Insurance	6,258		6,258	
Membership Dues	11,735	(750)	10,985	
Office Supplies	7,600		7,600	
Pass Thru	70,815	2,000	72,815	
Postage	11,765	(5,000)	6,765	
Printing and Copying	27,200	(10,750)	16,450	
Publications	1,250	1,500	2,750	
Recognition Awards	250		250	
Rent-Equipment	1,700	(1,000)	700	
Rent-Meeting Facility	2,050	(1,500)	550	
Rent-Office	60,800	(1,064)	59,736	
Special Projects	15,134	(3,500)	11,634	
Subscription	1,000		1,000	
Telephone	3,600		3,600	
Training	3,300	(750)	2,550	
Travel - In	13,500	(1,500)	12,000	
Travel - Out	14,000	(2,900)	11,100	
Subtotal	<u>1,556,619</u>	<u>(8,064)</u>	<u>1,548,555</u>	
Transfer for Match	213,320		213,320	
TOTAL	<u>1,769,939</u>	<u>(8,064)</u>	<u>1,761,875</u>	
Increase (Decrease) to Fund Balance	<u>(45,730)</u>	<u>5,964</u>	<u>(39,766)</u>	

TCRPC 2012 PROPOSED BUDGET REVENUES BY FUNDING SOURCE

	Proposed 2012 Budget	2011 Budget	+/-
Groundwater Management Board.	150,820	45,000	105,820
Stormwater Phase II	93,100	93,100	0
Wellhead Protection - DEQ	0	108,534	(108,534)
EPA By-Product Synergy	37,000	0	37,000
Hazard Mitigation	81,663	0	81,663
MSU Water Research - Management Plan for Red Cedar River	13,500	0	13,500
DeWitt Watershed Permit Assistance	11,500	0	11,500
FHWA	605,032	649,409	(44,377)
FTA	197,077	164,119	32,958
MDOT/253	40,100	40,100	0
Asset Management	33,786	33,786	0
STP	122,175	0	122,175
Economic Development	125,256	125,256	0
Air Photos		67,815	(67,815)
Mid-Michigan Water Authority	5,900	8,000	(2,100)
Ingham County Health Department - Complete Street Grants	6,750	5,450	1,300
Eaton Rapids Area COG - Park Plan	4,500	0	4,500
MSUE Project GREEN Grant - Ag Business Plan	0	1,000	(1,000)
Member Allocation	370,440	370,440	0
Equipment and Furniture Reimbursement	10,100	10,100	0
	1,908,699	1,722,109	186,590

TRANSFER FOR MATCH

	TOTAL	FEDERAL	MATCH
FHWA	605,032	495,219	109,813
FTA	197,077	157,662	39,415
STP	122,175	100,000	22,175
EDA	125,256	62,628	<u>62,628</u>

TOTAL MATCH

234,031

**TCRPC - 2012 PROPOSED BUDGET
REVENUES**

	2012 Budget	2011 Budget	+/-
Federal	852,509	725,465	127,044
State	155,549	73,886	81,663
Local	286,070	328,899	(42,829)
Member Allocation	370,440	370,440	0
Other Sources			
Fixed Assets Reimbursement	10,100	10,100	0
Interest			0
Subtotal	1,674,668	1,508,790	165,878
Other Financing Sources			
Local Match	234,031	213,320	20,711
TOTAL	1,908,699	1,722,110	186,589

EXPENSES

Salaries	807,878	803,054	4,824
Fringe Benefits	450,242	438,983	11,259
Advertising	4,000	4,000	0
Audit	8,300	8,100	200
Bank Service Charges	800	800	0
Commission Meeting Expenses	1,500	1,500	0
Commission Travel	1,500	750	750
Computer Services	11,500	11,500	0
Computer Software	19,850	25,025	(5,175)
Consultant Fee	122,175	0	122,175
Contractual Services	0	0	0
Discretionary Fund	5,000	5,000	0
Equipment Maintenance	2,300	1,800	500
Fixed Assets Depreciation	10,100	10,100	0
Furniture/Equipment Purchases	13,000	10,000	3,000
Graphics Supplies	1,150	1,200	(50)
Insurance	6,800	6,258	542
Membership Dues	12,000	10,985	1,015
Office Supplies	8,100	7,600	500
Pass Thru	3,000	72,815	(69,815)
Postage	13,309	6,765	6,544
Printing and Copying	31,306	16,450	14,856
Publications	1,250	2,750	(1,500)
Recognition Awards	250	250	0
Rent-Equipment	1,750	700	1,050
Rent-Meeting Facility	3,550	550	3,000
Rent-Office	70,500	59,736	10,764
Special Projects - Programs	21,100	11,634	9,466
** Special Projects - Moving Cost	25,000	0	25,000
Subscription	1,600	1,000	600
Telephone	3,500	3,600	(100)
Training	4,000	2,550	1,450
Travel - In	13,000	12,000	1,000
Travel - Out	14,725	11,100	3,625
Subtotal	1,694,035	1,548,555	145,480
Transfer for Match	234,031	213,320	20,711
TOTAL	1,928,066	1,761,875	166,191
Increase (Decrease) to Fund Balance	(19,367)	(39,765)	20,398

** One time expense