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**Tri-County Regional  
Planning Commission**

# Press Release

**Lansing, MI, November 21, 2011: The Mid-Michigan Program for Greater Sustainability by Tri-County Regional Planning Commission** and its many partners in the Greater Lansing Michigan Region of Clinton, Eaton, and Ingham Counties has been awarded a \$3 million 3 year grant by the U.S. Department of Housing and Urban Development (HUD) Sustainable Communities Regional Planning Grant Program.

The Tri-County Regional Planning Commission joined with many partners in the greater Lansing community of Clinton, Eaton and Ingham Counties to submit a proposal to the U.S. Department of Housing and Urban Development (HUD) Sustainable Communities Regional Planning Grant Program. Our proposal, "The Mid-Michigan Program for Greater Sustainability" is awarded \$3 million over the next three years for regional planning efforts that integrate housing, land-use, economic and workforce development, transportation, and infrastructure development in a comprehensive and integrated manner. TCRPC and its partners offered more than \$7,200,000 in local matching contributions of services, expertise, participation and matching funds to make this program worth over \$10 million. With HUD funding and regional community participation, we are empowered to consider how all of these factors will work together to bring economic competitiveness and revitalization to the Greater Lansing three-county region.

Tri-County Regional Planning Commission places a priority on regional collaborations between local governments; social service, neighborhood, and community groups; and economic development, arts and culture, and environmental protection efforts. Together, we all bring innovative ideas to the regional planning process. In 2005, the Tri-County Regional Planning Commission completed a regional visioning initiative with our partners. ***"Regional Growth: Choices for Our Future"*** produced a recognition by area leaders and residents that we must collaborate to rebuild our strong core cities, support healthy liveable communities in our area, and move our entire region towards economic, social, and environmental sustainability. To date, collaborative efforts by TCRPC's many partners have included master planning, shared services initiatives, housing support and redevelopment programs, increased bike-able, walk-able, and healthy communities initiatives, and efforts to address climate change, energy efficiency, and our regional green infrastructure. This proposal builds on the momentum in the mid-Michigan region.

With this HUD grant award, our region can fully plan and implement a regional transformation that manages our declines in population, employment, and fiscal capacity while improving our economic opportunity, social equity, and environmental quality. Through this partnership and support from the HUD Sustainable Communities Planning Grant Program, we will make mid-Michigan and its capital city Lansing into a 21<sup>st</sup> century model of sustainability.

**For Release 8 a.m. EDT, November 21, 2011**

*more*

## **The Mid-Michigan Program for Greater Sustainability**

By Tri-County Regional Planning Commission and its many partners  
in the Greater Lansing Michigan Region of Clinton, Eaton, and Ingham Counties

### ***Funded by the U.S. Department of Housing and Urban Development (HUD) Sustainable Communities Regional Planning Grant Program***

Over the next three years in the Greater Lansing Region, projects will be implemented by Tri-County Regional Planning Commission and its many partners and their task forces to meet the goals of this sustainability planning initiative. Much of the effort will be demonstration projects along the 19-mile Michigan Avenue-Grand River Avenue corridor stretching from the state Capitol through Lansing, East Lansing, Meridian Township, Williamston area, to Webberville. The corridor includes urban and small town central business districts, challenged neighborhoods, student housing, suburban commercial tracts, and rural areas. It is the region's "main street" with over 1.7 million transit trips annually. The primary projects of this grant funded sustainability planning:

- 1. Development of a Comprehensive Fair and Affordable Housing Plan** for the region.
- 2. Development of a Regional Affordable Housing Study** to provide an accurate diagnosis of current housing and set practical, achievable goals to improve housing affordability in the region.
- 3. Establish a Community Reinvestment Mini-Grant Program to build capacity** in the region for traditionally underserved and marginalized populations. This program will help involve traditionally underserved or marginalized communities in planning and development activities.
- 4. Develop an Energy Audit Study of built structures to complement a Corridor Design portfolio** that will educate and offer guidance on sustainable land use and transit developments.
- 5. Build capacity for a regional urban services management area** to address and preserve quality, sustainable public services such as water and sewer throughout the urbanized area while protecting our farmlands, open spaces, and rural quality of life in undeveloped areas.
- 6. Promote a multi-faceted and prioritized green infrastructure system.** Through the Greening Mid-Michigan Initiative our region's 'green' infrastructure, our parks, paths, and natural areas, were identified. Now, we will continue to identify the benefits of open space and watershed protection while planning sustainable low impact development strategies for the region.
- 7. Development of a Sustainable Corridor Design Portfolio** for the Michigan Avenue-Grand River Avenue corridor. The 'portfolio' will function as an online, query-based best practice toolkit for design strategies along the corridor.
- 8. Build capacity for Complete Streets planning and implementation.** Complete Streets integrate multi-modal transportation with traffic calming, safety, and accessibility. This activity will focus on improving safe routes to school.
- 9. Create an online portal for sharing information, evaluating, and promoting sustainability efforts** in our region and beyond.

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# Efforts of 40 area agencies land federal regional planning grant

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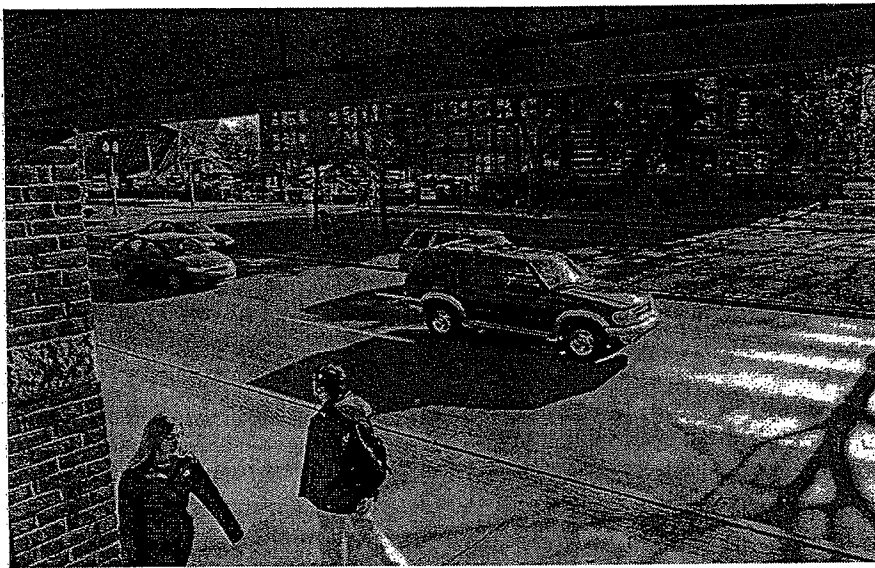
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Local agencies in Ingham, Eaton and Clinton counties joined forces to land a \$3 million U.S. Department of Housing and Urban Development's Sustainable Communities Regional Planning Grant Program. A main focus for the grant is on the 19-mile Michigan -Grand River avenues corridor that stretches from the Capitol east to Webberville. / Greg Deruiter/Lansing State Journal

Written by  
Laura Misjak

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The promise of \$3 million in federal money to improve the quality of life — including revitalizing a 19-mile stretch of Michigan and Grand River avenues — is a good way to draw a crowd.

Especially when it could affect more than three dozen local agencies and a main artery stretching from downtown Lansing to Webberville.

More than 30 people gathered outside the Michigan State University Center for Community and Economic Development on Monday to hear about the grant the region will receive over the next three years.

The crowd, which stretched along East Michigan Avenue, represented the multitude of local agencies in Ingham, Eaton and Clinton counties — about 40 in all — that joined forces to land the highly sought-after U.S. Department of

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Grand River Avenue will be a focus of projects using a federal HUD grant awarded recently. / greg deruiter/Lansing State Journal

**Housing and Urban Development's Sustainable Communities Regional Planning Grant Program.**

"I think the go-it-alone philosophy is coming to an end," Lansing Mayor Virg Bernero said. "This is proof positive that when we all pull in the same direction, there is nothing we can't achieve."

Matching contributions from the various agencies, municipalities and organizations, which together make up the Mid-Michigan Program for Greater Sustainability, bolstered the total funds to more than \$10 million.

**Partner**

Some of the Mid-Michigan Program for Greater Sustainability partners:

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The ultimate goal? Managing population, employment and fiscal declines while strengthening environmental quality, economic opportunities and social equity.

A main focus is on the 19-mile Michigan Avenue-Grand River Avenue corridor that stretches from the Capitol east to Webberville.

It will serve as a "laboratory" for the multitude of projects planned, and will aid other projects already in place, such as a stormwater plan for the former Red Cedar Golf Course, Bernero said.

The three-year grant will begin with plenty of local meetings, research and planning, said Susan Pigg, executive director of the Tri-County Regional Planning Commission, the lead grant applicant.

"We want to hear more about what (residents) want," she said. "They'll see that, but they will also see research and planning."

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Written by Laura Misjak

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Projects on the table include developing an affordable housing study, a fair and affordable housing plan, a community reinvestment mini-grant program, energy audit studies and a green infrastructure system.

"You are using new tools to solve old problems," said Antonio Riley, HUD Midwest regional administrator.

He said his agency was inundated with an applications for the grant, which had its funding eliminated for next year.

"You have shown how a community can break down barriers to economic growth," Riley said.

Pigg said agencies were already working together when she first started at the Tri-County Regional Planning Commission in February.

"People started to cross-reference what we were working on and we thought 'wouldn't it be great to work together?' " Pigg said. "We started six to eight months ago thinking about the need for regional-based integrative planning."

The commission submitted a full application in September. Pigg said she didn't expect to hear from HUD until December. The telephone call she got Thursday was a pleasant surprise.

"We are just awestruck by receiving this award," she said. "It's a wonderful thing and we are very thankful."

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## Lansing-area corridor center of research under grant

### \$3M HUD funding to aid in forming sustainability plans

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Written by Laura Misjak

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In a quest for millions in possible future federal grants and funds, dozens of local agencies will use the 19-mile Grand River/Michigan Avenue stretch as research grounds for housing options, energy efficiency and economics with federal funding announced last week.

A \$3 million, three-year grant — funded by the U.S. Department of Housing and Urban Development's Sustainable Communities Regional Planning Grant Program and announced last week — will provide for detailed planning of all sorts along the corridor, all in an effort to make the Lansing region more sustainable.

"HUD has lots of grants that are allocated to regions, but if we go in (to apply) without data, we don't win," said Julie Powers, director of the Mid-Michigan Environmental Action Council, one of the organizations that will take part in the grant.

#### Program partners

Some of the Mid-Michigan Program for Greater Sustainability partners:

- Tri-County Regional Planning Commission
- Greater Lansing Housing Coalition
- Mid-Michigan Environmental Action Council
- Michigan Energy Options
- Michigan State University
- Ingham, Clinton and Eaton counties
- Cities of Lansing, East Lansing and Williamston

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The groups learned the importance of the data after applying for but not receiving the grant last year.

Officials announced the funding Monday, and lauded sustainable-labeled cities like Portland, Ore., and Madison, Wis., as the benchmarks for what Lansing could be.

#### More than \$10M

Matching contributions from the various agencies, municipalities and organizations, which together make up the Mid-Michigan Program for Greater Sustainability, bolstered

the total funds to more than \$10 million.

"The principles of sustainability are the notion that you're going to have three major categories. One's economic, one's environmental and one's social," said John Kinch, executive director of Michigan Energy Options, one of the partner organizations of the Mid-



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Michigan Program for Greater Sustainability, which includes all the municipalities and agencies that will take part in the grant.

"You don't champion one to the detriment to the other one."

Sustainability is about striking that delicate balance between economic, environmental and social priorities for the benefit of all, said Susan Pigg, executive director of the Tri-County Regional Planning Commission, the lead grant applicant.

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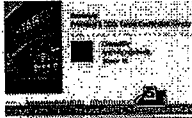
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MON	TUE	WED	THU	FRI	SAT	SUN
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7. Who is the real Shirley Rodgers?

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## Shared effort will bolster entire region

A major victory for Greater Lansing came late last month when officials learned the region won a special planning grant from the U.S. Department of Housing and Urban Development.

A partnership of some 40 agencies and units of government worked together to win the \$3 million Sustainable Communities Regional Planning Grant. Participants have pledged additional matching funds to bring the total to \$10 million.

In the scheme of things, that's not a huge total. But the change it could leverage for the region is enormous.

Officials plan to focus the program on the 19-mile stretch that runs from Michigan Avenue in Lansing down Grand River Avenue, east to Webberville.

The sustainability effort focuses on strengthening environmental quality, economic opportunities and social equity. Of course, that means working on these goals during times of economic uncertainty and government cutbacks, which make the effort all the more necessary and the impact all the more important.

Among the possible projects are developing an affordable housing study, a community reinvestment mini-grant program, energy audit studies and a green

infrastructure system.

Eleven governmental units, including three counties, three cities, a village and assorted townships, are part of the partnership. That speaks volumes to the growing understanding that every community in the region is bound to the fate of its neighbors. Success for one betters all; failure for any hurts all. So even though the effort focuses on a 19-mile east-side corridor, communities north, south and west are invested through membership in the Tri-County Regional Planning Commission, the lead applicant on the grant.

A comment that resonated on the day of the announcement came from Lansing Mayor Virg Bernero. "I think the go-it-alone philosophy is coming to an end," he said. "This is proof positive that when we all pull in the same direction, there is nothing we can't achieve."

Indeed, it is. In pursuing the sustainability goals, the Mid-Michigan Program for

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Greater Sustainability hopes to help Greater Lansing build a reputation more in line with that of Madison, Wis., or Portland, Ore. The region can anticipate positive results.

An LSJ editorial

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Planning for the Mid-Michigan Region Since 1956

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#### EXECUTIVE DIRECTOR

Susan M.C. Pigg, CEcD

Date: November 9, 2011 (Wednesday) at 2:00 p.m.  
Place: 913 W. Holmes Road, Suite 201, Lansing MI (TCRPC's Offices)

Attendance: David Pohl, Howard Pizzo, Dianne Holman, Carol Wood

Staff Present: Susan M.C. Pigg, Greg Hoffman, Maria Habba

#### I. Call to Order

Ch/Pohl called the meeting to order approximately 2:00 p.m.

#### II. Director's Report – Program & Project Updates

- ✦ Hazard Mitigation: Grant will be issued to Ingham County with a subcontract with TCRPC still underway. Project work will begin in January.
- ✦ Complete Streets: Ingham County Health Department received three mini grants to partner with TCRPC and three local communities to promote Complete Streets planning. Work will begin as soon as contracts are signed since it should be mostly done by Jan 30, 2012.
- ✦ Environmental: Staff is hoping to work with the Great Lakes Commission on water education programming under an applied for grant. DEQ has received notice that they will receive a grant from EPA for *By-Product Synergy* efforts and plan to hire TCRPC to facilitate the program. They are still waiting on a formal notification. This work will complement our groundwater protection efforts. Pending grant award, staff will promote BPS and engage area businesses to develop a synergy network.
- ✦ Land Use: Staff member Gmazel is facilitating the City of Eaton Rapids, Eaton Rapids Township and Hamlin Township development of a five-year area-wide *Community Parks, Recreation, Open Space and Greenways Plan for 2012*. Work is underway.
- ✦ Transportation: CARTS and TRC meetings were cancelled in November and December due to lack of business items. Staff met with FHWA to discuss the Safe Routes to Schools engineer position proposal. FHWA likes the proposal and is considering federal dollars to support MDOT funding the position in the future. TCRPC is asking MDOT to fully support the position for the first year and FHWA cover the next two years. This would provide the region with a full-time safety traffic engineer on staff at TCRPC to work with area schools.
- ✦ All three counties and TCRPC approved and support a Mid-Michigan Regional Brownfields Assessment Coalition. The final application for a regional assessment grant will be submitted to EPA by Nov. 28.
- ✦ Ms. Pigg is working on the Executive Director report that will be mailed with evaluation forms to all Commissioners and distributed to staff. All forms will be returned to Ch/Pohl who will report back to the Committee in December during the Executive Director's evaluation.

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[www.mitcrpc.org](http://www.mitcrpc.org)

[spigg@mitcrpc.org](mailto:spigg@mitcrpc.org)

III. **Move Update**

Things are speeding up! Staff has been working on purging, organizing and packing the office. Volunteers from RSVP are assisting with scanning documents and putting new address labels on envelopes. The copier move and transfer of phones is scheduled for Nov 21 and the movers, Kingsley Movers, will transfer furniture and equipment on Nov 22. Phones and internet will be switched to Pine Tree Rd. on Nov 23. Sales of old furniture and equipment are underway. We advertised a moving sale to reduce our inventory before the move. Dart has been working on the build-out and their maintenance staff is working on drywall and cabinet installation. Kentwood will move and install our office dividers and provide credits for unused dividers to help purchase more ergonomic furniture. We purchased used conference room tables from the Michigan Non-Profit Association which is also moving. RFP's were released for movers and electric/data cabling needs. We will issue an RFP for janitorial services after the move. Dart hired McPhee Electric to add plugs and venting in the new offices so we have used them to continue with additional wiring needs. Metronet was hired to provide cabling in the new office and we will switch to TDS internet and phone service with the move as they offered a more reasonable cost and full service we need. Metronet staff are already working in the suite to run cable for data and phones. TCRPC's phone and fax numbers will remain the same. Multiple postcard mailings and email blasts are being sent to announce the move.

IV. **Review Budget and Personnel Benefits for 2012**

Ms. Pigg explained the annual employee salary and/or benefit request process. The Financial Coordinator establishes a percentage to be used to meet proposed salary and fringe benefit increases. That percentage is included in the overall agency budget for the next fiscal year which is prepared in September for fiscal year Oct-Sept. In late November, staff typically presents their request to the Executive Director who then makes a recommendation to the Executive Committee regarding a possible base salary increase and asks for final approval from the Commission in December. Ch/Pohl requested that this be discussed earlier in the year. There was discussion on what other municipalities offer their employees and how that compares to what TCRPC offers its staff. Ch/Pohl requested staff salary information. G. Hoffman said it's difficult to compare apples to oranges since most municipal employees are offered retirement packages and generally start out at a higher salary rate. TCRPC staff does not receive a health package after retirement. Our health care insurance provider announced a likely 40% increase in costs this year, so we changed the health plan offered to staff on Oct 1 from BCBC to PHP to keep very similar coverage but with little change in cost to the agency. The Executive Committee discussed wage surveys and how those can be difficult to gauge accuracy since we offer a wide range of services and experienced staff.

V. **Consideration of Cancelling the November 17, 2011 TCRPC Meeting**

It was MOVED by C/Wood, SUPPORTED by C/Pizzo, to cancel the November 17, 2011 TCRPC meeting due to a lack of critical business and the pending move of the TCRPC offices. MOTION CARRIED UNANIMOUSLY.

VI. **Other/Adjourn**

TCRPC will hold an Open House event at the new offices on December 16<sup>th</sup> from 3-6 p.m. Commissioners and all other friends, colleagues and partners of the agency will be invited. It will be open to the public and posted on the website. TCRPC will provide punch and cookies and allow all to tour the new offices. Per the Executive Committee's discussions, staff will make arrangements to host the January 25, 2012 Annual Dinner at our new offices, with a meal or hot hors d'oeuvre catered.

There being no further business the meeting adjourned at 3:10 p.m.



## TRI-COUNTY REGIONAL PLANNING COMMISSION

3135 Pine Tree Road, Suite 2C • Lansing, Michigan 48911  
(517) 393-0342 • Fax: (517) 393-4424  
www.mitcrpc.org • spigg@mitcrpc.org

### REGIONAL GROWTH: CHOICES FOR OUR FUTURE STEERING COMMITTEE

#### MEETING SUMMARY

Date: November 1, 2011 (Tuesday) at 11:30 a.m.  
Place: Ingham County Human Services Building, Conference Room A  
5303 S. Cedar Street, Lansing MI 48910

Present: See attached attendance sheet.

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TCRPC COMMISSIONERS\*  
Chairperson: David Pohl  
Vice Chairperson: Howard Pizzo  
Treasurer: Carol Wood  
Secretary: Dianne Holman  
Daryl Baker – Russel Bauerle  
Kevin Beard – John Boles  
James Dravenstatt-Moceri  
Tina Houghton – Denise Jackson  
Larry Martin – Brian McGrain  
Ralph Monsma – Jim Osieczonek  
Shirley M. Rodgers – Darrell Tennis  
John Veenstra – Jessica Yorke

Ex-Officio  
City of Lansing Mayor  
Clinton, Eaton and Ingham  
County Chairpersons

IMPLEMENTATION STEERING  
COMMITTEE\*  
Chairperson: William Rieske  
Earl Barks - Kevin Beard  
Tina Houghton – Denise Jackson  
Rex LaMore – Larry Martin  
Brian McGrain – Susan McGillicuddy  
Jeff Oesterle – Tom Oliver  
Howard Pizzo – David Pohl  
Tom Schneider – David Wilson  
Cynthia Warda

\*as of November, 2011

#### I. Welcome

Ch/Rieske welcomed everyone in attendance and called the meeting to order at 12:00 p.m. Those present introduced themselves.

#### II. Approval of Agenda

It was MOVED by C/Pohl, SUPPORTED by C/Martin, to approve the agenda as printed. MOTION CARRIED UNANIMOUSLY.

#### III. Approval of the May 3, 2011 Meeting Minutes

It was MOVED by Pizzo, SUPPORTED by Schneider, to approve the March 3, 2011 minutes. MOTION CARRIED UNANIMOUSLY.

#### IV. Strategy Session 2: A Committee Roundtable

Harmony Gmazel discussed the assessment of the **Regional Growth: “Choices for Our Future,”** conducted by MSU Urban Collaborator students. She had presented the review results at the last meeting. As recommended, Gmazel created a brochure to answer frequently asked questions and a cover letter explaining how the growth project can be used as a master planning tool. These were distributed and discussed.

B. McGrain asked which of the 50 jurisdictions that hold planning and zoning power will be updating their master plans within the next 5 years? Gmazel explained that master plans are required to be updated every 5 years now and Gmazel will track them and work with locals before they begin master plan updates. Hamilton suggested that the 29 principles of the Growth project and the policy map be listed on the brochure. He noted that 43 out of 50 municipalities have adopted the growth project. There was discussion on citizen participation and perception of public engagement. S. Pigg suggested one way to address these issues is to help build citizen leadership in planning. TCRPC staff can provide training opportunities or classes in zoning and planning to help build confidence with decision making requirements. We hope to host workshops in the next year.

(Over)

V. An example of a Master Plan: Design Lansing

Bill Rieske distributed a draft copy of the City of Lansing Master Plan and explained the process for its update. The semifinal draft has been available for review on their website since May 16; comments are still being collected to incorporate into the final plan. The Planning Board will recommend adoption of the plan on November 9 at 6:30 p.m. at the Southside Community Center.

The plan is called "Concepts for Change!" The City held a number of public meetings and received over 1,000 responses. Planning staff incorporated and followed concepts and recommendations of TCRPC **Regional Growth: Choices for Our Future,** Greening Mid-Michigan plan and others. Citizen input was used to create a map showing areas in the City that should be preserved, enhanced and transformed. It was almost identical to the City staff's perceptions of areas in need. The updated plan is primarily based on land use, economic development, neighborhoods, transportation and green infrastructure. Ch/Rieske reviewed the various concepts of their planning design phases and explained how this is the citizens' plan.

K. Beard asked how Lansing coordinated with East Lansing on the corridor areas. Ch/Rieske explained that the joint corridor authorities met and their recommendations were incorporated into the plan. Gamzel commended Ch/Rieske and City of Lansing staff on their outstanding work. She is very pleased with the draft plan and noted that it addresses many of TCRPC's efforts related to the growth project, Greening Mid-Michigan, the Urban and Rural Service/District and Boundaries Committee, etc. Hamilton commented on how far municipalities have progressed in their planning expertise related to smart growth. He said the Michigan Avenue corridor project is listed in the national Green Streets Guide and other publications as a notable project.

VI. Next Quarterly Meeting Date and Location

The next meeting will be held on February 7, 2011 at 11:30 a.m. We hope to host it at our new office, 3135 Pine Tree Road, Suite 2C, Lansing MI 48911. Our phone, email and website address remain the same.

VII. Adjourn

It was MOVED by D. Pohl, SUPPORTED by T. Schneider, to adjourn the meeting at 1:20 p.m. MOTION CARRIED UNANIMOUSLY.

# REGIONAL GROWTH STEERING COMMITTEE

Attendance Record 2011

C = CANCELLED

Member	Representing	2011					2012			
		2/1	3/15	5/3	8/2	11/1	2/7	5/1	8/7	10/30
Tom Schneider	Bath Township	X		X	C	X				
Larry Martin*	Clinton County	X	X	X	C	X				
David Pohl*	Clinton County	X		X	C	X				
Howard Pizzo*	Delta Township	X	X	X	C	X				
Kevin Beard*	East Lansing, City	X	X		C	X				
David Wilson	Eaton Rapids Twp.				C					
Brian McGrain*	Ingham County				C	X				
Jeff Oesterle	Ingham County Farm Bureau				C					
Jerry Ambrose	Lansing, City				C					
Bill Rieske, Chair	Lansing, City		X	X	C	X				
Tina Houghton*	Lansing, City				C					
Denise Jackson*	MDOT			X	C	X				
Susan McGillicuddy	Meridian Township	X	X	X	C					
Earl Barks	Olive Township				C					
Cindy Warda	St. Johns, City	X		X	C					
Tom Oliver	Village of Webberville	X	X	X	C	X				
Rex LaMore	Williamstown Township	X	X		C					
<b>TOTAL IN ATTENDANCE</b>		10	7	9		9				

\*TCRPC Commissioner

## GUESTS AND OTHERS PRESENT

<b>February 1, 2011:</b> Susan M.C. Pigg, TCRPC Executive Director and staff; MSU Planning Students: Anita Blount, Jon Matle, Matthew Williams, Jared Talaga, Qiao Xu, Benjamin Glendening.
<b>March 15, 2011:</b> TCRPC Staff; Mike Chappell, Village of Dimondale; Sue Butler, Windsor Twp.; Mickey Martin, Williamstown Twp.; Claudine Hannold, Eaton Co; John Daher, Lansing Twp.; Jared Cypher, Ingham Co; John Czarniecki, Citizen; Brian Coughlin, Clinton Co Economic Alliance; Jim Foulds, Assoc. of Gov. Services; David Haywood, City of Mason, Jerry Richards, Meridian Twp.
<b>May 3, 2011:</b> TCRPC Staff
<b>November 1, 2011:</b> TCRPC Staff



# TRI-COUNTY REGIONAL PLANNING COMMISSION

Planning for the Mid-Michigan 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, December 14, 2011

TIME: 7:00 p.m.

PLACE: **TCRPC's New Location!**  
**3135 Pine Tree Road, Suite 2C, Lansing MI 48911**  
**(First blue/white brick building immediately south of Development Dr.)**

Please note Earlier Time AND  
New location!

## PROPOSED AGENDA

### I. Financial Audit for Fiscal Year 2011

The audit report for Fiscal Year 2011 is enclosed. Rick Richardson from the CPA firm Layton and Richardson, PC will review the audit and answer questions.

We request the Committee recommend to TCRPC the financial audit for FY 2011 be accepted and placed on file, with copies forwarded to the funding agencies.

### II. Financial Statements for October and November 2011

The financial statements for October and November are enclosed. We request the Committee recommend the statements be received and placed on file.

### III. Budget Revision

Enclosed is a budget revision for FY 2012. We request the Committee recommend the budget revision to TCRPC for adoption.

### IV. Other

### V. Adjourn

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TRI-COUNTY REGIONAL PLANNING COMMISSION  
 EXPENDITURE REPORT  
 NOVEMBER 2011  
 FISCAL YEAR 10/1/11 TO 10/31/12

LINE ITEM CATEGORY	BUDGET	CURRENT MONTH	FISCAL YEAR TO DATE	BALANCE	PERCENT EXPENDED
Salaries	807,878	70,257.47	139,398.65	668,479.35	17.25%
Fringe Benefits	450,242	34,667.39	69,048.45	381,193.55	15.34%
Advertising	4,000		0.00	4,000.00	0.00%
Audit	8,300		905.36	7,394.64	10.91%
Bank Service Charges	800	56.26	113.88	686.12	14.24%
Commission Mtg Expense	1,500		0.00	1,500.00	0.00%
Commission Travel	1,500		0.00	1,500.00	0.00%
Computer Services	11,500	3,130.95	3,380.90	8,119.10	29.40%
Computer Software	19,850		7,350.00	12,500.00	37.03%
Consultant	122,175		0.00	122,175.00	0.00%
Discretionary Funds	5,000		0.00	5,000.00	0.00%
Equipment Maintenance	2,300		0.00	2,300.00	0.00%
Fixed Asset Depreciation	10,100	692.44	1,290.67	8,809.33	12.78%
Furniture/Equipment Purch.	13,000	13,491.78	14,061.78	-1,061.78	108.17%
Graphic Supplies	1,150	120.00	120.00	1,030.00	10.43%
Insurance	6,800		0.00	6,800.00	0.00%
Membership Dues	12,000	415.00	415.00	11,585.00	3.46%
Office Supplies	8,100	680.22	1,078.59	7,021.41	13.32%
Pass Through	3,000		0.00	3,000.00	0.00%
Postage	13,309	172.53	531.69	12,777.31	3.99%
Printing & Copying	31,306	1,386.00	3,130.90	28,175.10	10.00%
Publications	1,250		1,070.70	179.30	85.66%
Recognition Awards	250		0.00	250.00	0.00%
Rent - Equipment	1,750		0.00	1,750.00	0.00%
Rent - Meeting Facility	3,550		0.00	3,550.00	0.00%
Rent - Office	70,500	7.00	4,895.54	65,604.46	6.94%
Special Projects - Moving Cost	25,000	12,830.64	12,830.64	12,169.36	51.32%
Special Projects - Programs	21,100		3,000.00	18,100.00	14.22%
Subscriptions	1,600	265.66	265.66	1,334.34	16.60%
Telephone	3,500	173.70	361.89	3,138.11	10.34%
Training	4,000		0.00	4,000.00	0.00%
Transfer for Match	234,031	16,577.01	36,413.75	197,617.25	15.56%
Travel - In	13,000	784.47	1,431.24	11,568.76	11.01%
Travel - Out	14,725	79.06	1,556.64	13,168.36	10.57%
<b>Totals</b>	<b>1,928,066</b>	<b>155,787.58</b>	<b>302,651.93</b>	<b>1,625,414.07</b>	<b>15.70%</b>

**TRI-COUNTY REGIONAL PLANNING COMMISSION**  
**EXPENDITURE REPORT**  
**OCTOBER 2011**  
**FISCAL YEAR 10/1/11 TO 10/31/12**

LINE ITEM CATEGORY	BUDGET	CURRENT MONTH	FISCAL YEAR TO DATE	BALANCE	PERCENT EXPENDED
Salaries	807,878	69,141.18	69,141.18	738,736.82	8.56%
Fringe Benefits	450,242	34,381.06	34,381.06	415,860.94	7.64%
Advertising	4,000		0.00	4,000.00	0.00%
Audit	8,300	905.36	905.36	7,394.64	10.91%
Bank Service Charges	800	57.62	57.62	742.38	7.20%
Commission Mtg Expense	1,500		0.00	1,500.00	0.00%
Commission Travel	1,500		0.00	1,500.00	0.00%
Computer Services	11,500	249.95	249.95	11,250.05	2.17%
Computer Software	19,850	7,350.00	7,350.00	12,500.00	37.03%
Consultant	122,175		0.00	122,175.00	0.00%
Discretionary Funds	5,000		0.00	5,000.00	0.00%
Equipment Maintenance	2,300		0.00	2,300.00	0.00%
Fixed Asset Depreciation	10,100	598.23	598.23	9,501.77	5.92%
Furniture/Equipment Purch.	13,000	570.00	570.00	12,430.00	4.38%
Graphic Supplies	1,150		0.00	1,150.00	0.00%
Insurance	6,800		0.00	6,800.00	0.00%
Membership Dues	12,000		0.00	12,000.00	0.00%
Office Supplies	8,100	398.37	398.37	7,701.63	4.92%
Pass Through	3,000		0.00	3,000.00	0.00%
Postage	13,309	359.16	359.16	12,949.84	2.70%
Printing & Copying	31,306	1,744.90	1,744.90	29,561.10	5.57%
Publications	1,250	1,070.70	1,070.70	179.30	85.66%
Recognition Awards	250		0.00	250.00	0.00%
Rent - Equipment	1,750		0.00	1,750.00	0.00%
Rent - Meeting Facility	3,550		0.00	3,550.00	0.00%
Rent - Office	70,500	4,888.54	4,888.54	65,611.46	6.93%
Special Projects - Programs	21,100	3,000.00	3,000.00	18,100.00	14.22%
Special Projects - Moving Cos	25,000		0.00	25,000.00	0.00%
Subscriptions	1,600		0.00	1,600.00	0.00%
Telephone	3,500	188.19	188.19	3,311.81	5.38%
Training	4,000		0.00	4,000.00	0.00%
Transfer for Match	234,031	19,836.74	19,836.74	214,194.26	8.48%
Travel - In	13,000	646.77	646.77	12,353.23	4.98%
Travel - Out	14,725	1,477.58	1,477.58	13,247.42	10.03%
<b>Totals</b>	<b>1,928,066</b>	<b>146,864.35</b>	<b>146,864.35</b>	<b>1,781,201.65</b>	<b>7.62%</b>

## TCRPC 2012 BUDGET REVISION REVENUES BY FUNDING SOURCE

	2012 Budget	+/-	Proposed Budget
Groundwater Management Board.	150,820	21,544	172,364
Stormwater Phase II	93,100		93,100
EPA By-Product Synergy	37,000	(17,000)	20,000
Hazard Mitigation	81,663		81,663
MSU Water Research - Management Plan for Red Cedar River	13,500		13,500
DeWitt Watershed Permit Assistance	11,500		11,500
FHWA	605,032		605,032
FTA	197,077		197,077
MDOT/253	40,100		40,100
Asset Management	33,786		33,786
STP	122,175		122,175
SP&R		19,000	19,000
Economic Development	125,256		125,256
Mid-Michigan Water Authority	5,900		5,900
Ingham County Health Department - Complete Street Grants	6,750		6,750
Eaton Rapids Area COG - Park Plan	4,500		4,500
Member Allocation	370,440		370,440
Equipment and Furniture Reimbursement	10,100		10,100
	1,908,699	23,544	1,932,243

### 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	62,628
<b>TOTAL MATCH</b>			<b>234,031</b>

(Over)

**TCRPC - 2012 BUDGET REVISION  
REVENUES**

	2012 Budget	+/-	Proposed Budget
Federal	852,509	19,000	871,509
State	155,549	(17,000)	138,549
Local	286,070	21,544	307,614
Member Allocation	370,440		370,440
Other Sources			
Fixed Assets Reimbursement	10,100		10,100
Interest			
Subtotal	1,674,668	23,544	1,698,212
Other Financing Sources			
Local Match	234,031		234,031
TOTAL	1,908,699	23,544	1,932,243

**EXPENSES**

Salaries	807,878	13,916	821,794
Fringe Benefits	450,242	3,750	453,992
Advertising	4,000	1,000	5,000
Audit	8,300		8,300
Bank Service Charges	800		800
Commission Meeting Expenses	1,500		1,500
Commission Travel	1,500		1,500
Computer Services	11,500		11,500
Computer Software	19,850	13,000	32,850
Consultant Fee	122,175		122,175
Contractual Services	0		0
Discretionary Fund	5,000		5,000
Equipment Maintenance	2,300		2,300
Fixed Assets Depreciation	10,100		10,100
Furniture/Equipment Purchases	13,000	10,000	23,000
Graphics Supplies	1,150		1,150
Insurance	6,800		6,800
Membership Dues	12,000		12,000
Office Supplies	8,100		8,100
Pass Thru	3,000		3,000
Postage	13,309		13,309
Printing and Copying	31,306		31,306
Publications	1,250		1,250
Recognition Awards	250		250
Rent-Equipment	1,750		1,750
Rent-Meeting Facility	3,550		3,550
Rent-Office	70,500	(8,122)	62,378
Special Projects - Programs	21,100		21,100
** Special Projects - Moving Cost	25,000	(10,000)	15,000
Subscription	1,600		1,600
Telephone	3,500		3,500
Training	4,000		4,000
Travel - In	13,000		13,000
Travel - Out	14,725		14,725
Subtotal	1,694,035	23,544	1,717,579
Transfer for Match	234,031		234,031
TOTAL	1,928,066	23,544	1,951,610
Increase (Decrease) to Fund Balance	(19,367)	0	(19,367)

\*\* One time expense