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## TRI-COUNTY REGIONAL PLANNING COMMISSION

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### TRI-COUNTY REGIONAL PLANNING COMMISSION

February 23, 2011 (Wednesday) at 7:30 p.m.

Ingham County Human Services Building, Conference Room A  
5303 S. Cedar Street, Lansing MI 48910

#### 2011 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

Eaton County

Daryl Baker

John Boles

Jim Osieczonek

Darrell Tennis

Ingham County

Kevin Beard

James Dravenstatt-Moceri

Larry Martin

Brian McGrain

John Veenstra

City of Lansing

Tina Houghton

Shirley M. Rodgers

Jessica Yoriko

Michigan Department of

Transportation

Denise Jackson

#### EX-OFFICIO

Virgil Bernero, City of Lansing

John Forell, Eaton County

Mark Grebner, Ingham County

Larry Martin, Clinton County

#### EXECUTIVE DIRECTOR

Susan M.C. Pigg

### UNAPPROVED MINUTES

#### CALL TO ORDER

Ch/Pohl called the meeting to order at approximately 7:30 p.m. and led the assembly in the Pledge of Allegiance.

#### ROLL CALL (see attached attendance record)

#### APPROVAL OF AGENDA

It was **MOVED** by C/McGrain, **SUPPORTED** by C/Baker, to approve the agenda as printed. **MOTION CARRIED UNANIMOUSLY.**

#### APPROVAL OF MINTUES

It was **MOVED** by C/Bauerle, **SUPPORTED** by C/Tennis, to approve the minutes of December 16, 2010 and January 26, 2011 as corrected. **MOTION CARRIED UNANIMOUSLY.**

#### COMMUNICATIONS

Executive Director, Susan M.C. Pigg, offered packets from the New Commissioner Orientation session to anyone interested. Handouts on the pending M-43 Saginaw Highway reconstruction project were distributed (construction on Marketplace Drive to Knight Inn Drive scheduled June - August 2011; Knights Inn Drive to Rosemary Avenue scheduled April - September 2011). For more information, contact the Lansing Transportation Service Center at 324-2260.

#### PUBLIC COMMENTS (no public comment)

#### DIRECTOR'S REPORT

Ms. Pigg thanked the Commission for arranging the valuable opportunity for her to cross-train with Jon Coleman prior to his retirement. As the new Executive Director, she has met with each staff person and has been attending meetings to become more familiar with the Commission programs and functions. Ms. Pigg noted that implementation of the New Commissioner Orientation was successful and several members attended. Ms. Pigg made a number of small changes in the office including trimming paper volume and energy conservation. Ms. Pigg looks forward to working with the Commission and welcomes comments and suggestions.

(Over)

## COMMITTEE REPORTS

***Executive/Personnel Committee*** – Ch/Pohl reported on the January 13 and February 16, 2011 meetings. Plans from the January 13 meeting regarding Jon Coleman’s retirement reception and next steps for hiring the new Executive Director have all transpired. The consideration of TCRPC’s office location was discussed at the February 16 meeting. Staff will develop a comprehensive overview of concerns and potential solutions. Commissioners commented that this might be a good opportunity to evaluate TCRPC’s focus and image.

Ch/Pohl noted meeting schedule changes in June due to the Healthy Livable Communities Conference scheduled on June 6-7, 2011. TCRPC will cover registration costs for Commissioners. Please note the following meeting schedule: CARTS Tuesday, June 14 at 9:30 a.m. – Wednesday, June 22: Executive/Personnel at 2:00 p.m., Program & Grant at 3:00 p.m. and TRC at 4:00 p.m. on Wednesday, June 22.

Ch/Pohl presented a testimonial resolution commending Mr. Dennis Williams, Township Engineer of Delta Charter Township, for his contributions to the TCRPC. Mr. Williams is retiring. It was MOVED by C/Tennis, SUPPORTED by C/Dravenstatt, to adopt the resolution. MOTION CARRIED UNANIMOUSLY.

***Program & Grant Review Committee*** – C/Holman deferred to C/Martin who chaired the meeting on February 8, 2011. C/Martin said the Executive Director provided a general overview of the current programs and projects and the role of the Committee. There were no action items.

***Regional Growth Steering Committee*** – C/Martin said the Steering Committee meeting met on Thursday, February 1, 2011. Harmony Gmazel provided updates on implementation activities of the Regional Growth project that included the Urban and Rural Service Boundary (URSD/USB) Committee, Greening Mid-Michigan project and efforts of the Land Use Health and Resource Team (LUHRT). C/Martin said the Land Information Access Association (LIAA) provided a draft study to the URSD/USB on implementing an urban service boundary in the region. The Commission will receive a presentation on the draft study. MSU practicum students working on the Regional Growth project update introduced themselves to the Committee. There were no action items.

***Transportation Review Committee*** – C/Bauerle reported on the February 9, 2011 Transportation Review Committee meeting in the absence of C/Monsma. C/Bauerle reviewed the requested TIP amendments and noted that CARTS recommends approval on the following:

1) TIP Amendment – Rural Task Force

It was MOVED by C/Bauerle, SUPPORTED by C/Tennis, to approve the Rural Task Force amendments for 2011-2014. Adjustments include adding sealcoat projects for Eaton County in 2011, replacing Marshall Road which is pushed back one year; a cost reduction for Clinton County’s Wright Road project; and an adjustment in funding distribution for Ingham County’s sealcoat projects. MOTION CARRIED UNANIMOUSLY.

2) TIP Amendment – Delhi Township Non-Motorized

It was MOVED by C/Bauerle, SUPPORTED by C/Veenstra, to approve adding this project to the 2011-2014 TIP illustrative list pending award. If funded, the project will construct a non-

motorized trail from Willoughby to Holt Road with Enhancement, MDNRE and Delhi DDA funds. MOTION CARRIED UNANIMOUSLY.

3) TIP Amendment – Meridian Township

It was MOVED by C/Bauerle, SUPPORTED by C/Veenstra, to approve adding this project to the 2011-2014 TIP illustrative list pending award. If funded, the project will use Enhancement funds to construct a boardwalk along the east side of Okemos Road completing a walkway from Jolly to Lake Lansing Road.

C/Veenstra clarified the project scope. This project is on the eastside of Okemos Road and will fill the gap from Central Park Drive to the Service Center. C/Veenstra said this boardwalk must be 14 feet wide to comply with AASHTO guidelines not because a walkway that wide is needed there. C/McGrain suggested keeping an inventory of situations that due to federal requirements, can impact the region's ability to do what is needed.

MOTION CARRIED UNANIMOUSLY.

4) Clinton Transit, State of Good Repair

It was MOVED by C/Bauerle, SUPPORTED by C/Martin, to approve the addition of two Clinton Transit buses (awarded through a 2011 FTA discretionary 5309 grant) to the 2011-2014 TIP. Hamilton noted that the State of Good Repair is a discretionary fund for transit. MOTION CARRIED UNANIMOUSLY.

5) CATA 5311

It was MOVED by C/Bauerle, SUPPORTED by C/McGrain, to approve adjusting the CATA 5311 operating amount for 2011 (based on award) in the 2011-2014 TIP. MOTION CARRIED UNANIMOUSLY.

6) MDOT Rest Area

It was MOVED by C/Bauerle, SUPPORTED by C/Dravenstatt-Moceri, to adjust the cost estimates of the 2011 MDOT Potterville rest area/weigh station project in the 2011-2014 TIP. MOTION CARRIED UNANIMOUSLY.

**Finance Committee** – C/Wood reported on the February 23, 2011 Finance Committee meeting.

1) Financial Reports – December 2010 and January 2011

C/Wood noted that discretionary funds were used for the Executive Director search and for the retirement reception. Membership dues for the National Association of Regional Councils (NARC) and the Association of Metropolitan Planning Organization (AMPO) were noted. It was MOVED C/McGrain, SUPPORTED by C/Veenstra, to receive and place on file the December 2010 and January 2011 financial reports. MOTION CARRIED UNANIMOUSLY.

2) 2011 Budget Revision

C/Wood explained that the proposed budget revision includes the East Lansing/Meridian Water-Sewer Authority and Delta Township grants for the Wellhead Protection program. This will fund a TCRPC part-time position up to full-time, assist with website revisions, and support the MSU practicum project to update wellhead protection plans. It was MOVED by C/Wood,

SUPPORTED by C/Rodgers, to adopt the 2011 budget revision. MOTION CARRIED UNANIMOUSLY.

***Other*** – 2011 Commission Operating Policies

It was MOVED by C/Tennis, SUPPORTED by C/Rodgers, to adopt the 2011 Commission Operating Policies with the proposed amendments beginning on Page 23 as recommended by the Executive Committee. *Proposed changes include the TCRPC consultation policy (as approved in December 2010) and a statement providing for new Commissioner training.* MOTION CARRIED UNANIMOUSLY.

C/Tennis introduced John Forrell, Chair of the Eaton County Commissioners who serves as a TCRPC ex-officio member.

C/Rodgers reported on the February 8, 2011 Michigan Association of Regions (MAR) meeting. MAR received a presentation from Munetrix, which is a web based financial application that local municipalities could access. C/Rodgers suggested exploring the possibility of making it available to TCRPC members and requested that a presentation be made to the Commission. C/Rodgers also mentioned that a committee of MAR is assisting the Legislature to review legislation affecting regions in the State of Michigan. She noted that Governor Snyder is interested in continuing work with MAR that began under the Granholm Administration.

C/Martin asked about the status of the aerial photography. Ms. Pigg said we have received files from the United States Geological Survey (USGS) and shared them with Clinton and Eaton Counties. USGS has also delivered about 60% of the LiDAR data. We will be reviewing possible software to help break the data down to more usable sizes.

C/Martin commended staff for planning and executing a very successful retirement reception for Jon Coleman.

C/Veenstra said the Meridian Township Board received a presentation from Harmony Gmazel, TCRPC Land Use Planner, on the draft urban service study completed by LIAA. Meridian Township is in strong support of this concept.

It was MOVED by C/Martin, SUPPROTED by C/Veenstra, to adjourn the meeting at approximately 8:20 p.m. MOTION CARRIED UNANIMOUSLY.

## 2011 Commission Attendance Record

X = Present C = Cancelled

Commissioner		MEETING DATE												Total
		1/26	2/23	3/23	4/27	5/25	6/29	7/27	8/24	9/28	10/26	11/17	12/14	
Clinton County	Russel Bauerle	X	X											
	Larry Martin	X	X											
	David Pohl	X	X											
Eaton County	Howard Pizzo	X	X											
	Daryl Baker	X	X											
	John Boles	X												
	Jim Osieczonek	X	X											
	Darrell Tennis	X	X											
Ingham County	Dianne Holman	X	X											
	John Veenstra	X	X											
	Kevin Beard		X											
	James Dravenstatt-	X	X											
	Brian McGrain	X	X											
City of Lansing	Tina Houghton	X												
	Ralph Monsma	X												
	Jessica Yorke													
	Shirley Rodgers	X	X											
	Carol Wood	X	X											
MDOT	Denise Jackson	X	X											
<b>TOTAL</b>	19	17	15											

**Others:**

January 27, 2011: Jon W. Coleman, Susan M.C. Pigg, Greg Hoffman, Maria Habba, Kathy Donahue, Paul Hamilton, Steve Skinker, Laura Tschirhart, Paul Dionne, Hary Prawiranata, Christine Spitzley, Erin Campbell, Christine Hnatiw, Dan Dillinger, Harmony Gmazel; Outgoing Commissioner, Marsha Small	February 23, 2011: Susan M.C. Pigg, Greg Hoffman, Maria Habba, Paul Hamilton; John Forell, Eaton County; Jason Ball, CATA; Paul Lott, MDOT, James Canham, Alfred Benesch & Company
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