



TRI-COUNTY REGIONAL PLANNING COMMISSION

Planning for People in the Greater Lansing Region Since 1956

MINUTES Executive/Personnel Committee

Date: October 19, 2011 (Wednesday) at 3:00 p.m.
Place: 913 W. Holmes Road, Suite 201, Lansing MI (TCRPC's Offices)

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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John Veenstra

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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

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

I. Call to Order

Ch/Pohl called the meeting to approximately 3:00 p.m.

II. Move Update

The Executive Director briefed the Committee on signing of the lease agreement with Dart Development Corporation. The lease will take effect November 1, 2011 with free rent until January. The Eyde Company was notified and the current lease will expire on November 30. Layout details are being finalized and complete build-out should be done by November 21. Dart and Kentwood Office Furniture are coordinating on layout. Kentwood has offered to rearrange and reuse our existing cubical dividers and credits can be used toward purchasing more ergonomic friendly furniture. Ms. Pigg said the Michigan Non-Profit Association is also moving and has a number of tables that could outfit the conference room at a reasonable price. TCRPC's phone and fax numbers will remain the same. Staff is looking into cost efficient ways to change the address on envelopes. The big move will take place the week of November 22. Postcards and email blasts will be sent out once we have an official date of move.

III. Review October 26, 2011 TCRPC Draft Meeting Agenda

The draft agenda was discussed. Ch/Pohl requested a brief presentation on progress of the Urban & Rural Service District/Boundaries Committee efforts. There was discussion on angst and confusion about some entity controlling municipal boundaries. Staff will prepare a summary of progress, future goals and address these misconceptions. It was MOVED by C/Wood, SUPPORTED by C/Holman, to approve the agenda presented. MOTION CARRIED UNANIMOUSLY.

IV. Regional Brownfields Redevelopment Coalition & Application Discussion

As previously discussed by Program and Grant and this Committee, Ms. Pigg was approached by all three county brownfield authorities about whether TCRPC could assist in applying for EPA grants as a regional brownfields assessment coalition. Ms. Pigg explained that EPA is offering grants to "regional coalitions." Each county has already received grant funding through this program and it's unlikely they will receive additional funding for solo applications. If we apply as a region there is a potential to receive up to \$1M for the region. If awarded, the grants will pay for consultants to perform environmental assessments on properties that meet the criteria and may be eligible for redevelopment. TCRPC will conduct outreach and educational activities as requested by the grant program. No match is required.

(Over)

TCRPC would be the lead applicant on behalf of the coalition.

Ms. Pigg has presented this to each of the three counties and is now seeking support from the TCRPC. Members reviewed the draft resolution (see attached). It was MOVED by C/Wood, SUPPORTED by C/Pizzo, to recommend adoption of the resolution. MOTION CARRIED UNANIMOUSLY.

III. **Urban and Rural Service District/Boundary (URSD/USB) Discussion**

Members discussed this under Item III.

IV. **Director's Report**

Ms. Pigg distributed correspondence from Layton & Richardson regarding their planned scope and timing of the audit (see attached). Ch/Pohl suggested that a resolution be presented to contract with the auditor on an annual basis and that a bid process for auditing be prepared on occasion. It was MOVED by C/Wood, SUPPORTED by Pizzo, to recommend adoption of the resolution to contract with Layton & Richardson for 2011 audit services. MOTION CARRIED UNANIMOUSLY.

- ✦ Transportation has begun their operations year and we are signing MDOT contracts.
- ✦ Environmental is pursuing grant projects currently in the works.
- ✦ Economic Development will host their quarterly CEDS meeting on October 26 at 3 p.m. at the Delta Township Hall. The Committee will be added to the invite list.
- ✦ Land Use is working on Complete Streets and the Parks & Recreation Plan with the Eaton Rapids area.
- ✦ Draft Regional Council Legislation written by the Michigan Association of Planning's (MAP) law committee is still circulating and being presented and Ms. Pigg inquired if the TCRPC would like to take a position. This legislation is very prescriptive rather than enabling. There was consensus to state the TCRPC's opinion on the proposed legislation (see attached). The Committee recommends that each of the TCRPC member agencies also send a response to the Legislature themselves and copy the TCRPC.
- ✦ Preparation of the Executive Director Evaluation and Annual Report were discussed. Ms. Pigg will prepare her executive director evaluation report and a separate TCRPC annual report that will be presented at the annual dinner meeting.

V. **Other/Adjourn**

There being no further business the meeting adjourned at 4:40 p.m.



TRI-COUNTY REGIONAL PLANNING COMMISSION

Planning for People in the Greater Lansing Region Since 1956

RESOLUTION

TO JOIN WITH CLINTON, EATON, AND INGHAM COUNTIES TO FORM A REGIONAL BROWNFIELDS ASSESSMENT COALITION FOR THE PURPOSES OF APPLYING FOR US ENVIRONMENTAL PROTECTION AGENCY SITE ASSESSMENT GRANT FUNDS

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EXECUTIVE DIRECTOR

Susan M.C. Pigg, CEcD

Resolution adopted by the Tri-County Regional Planning Commission at its regularly scheduled Board meeting of October 26, 2011:

WHEREAS the mid-Michigan region of Clinton, Eaton and Ingham Counties in Michigan is host to a variety of previously used and/or contaminated development sites and shares many common concerns and challenges in the identification, assessment, and successful redevelopment of previously used and potentially contaminated sites, and

WHEREAS, Tri-County Regional Planning Commission in our Regional Growth Choices for Our Future and our regional strategic development framework has identified a need to identify, assess, and encourage the cleanup and redevelopment or reuse of brownfields in our region in order to encourage economic development, and

WHEREAS, together in a Regional Brownfields Assessment Coalition we can improve our regional economy while protecting our region's rural farmlands and undeveloped areas by encouraging and supporting the reuse and redevelopment of existing sites throughout our three county region, and

WHEREAS participating in a Regional Brownfields Assessment Coalition does not preclude or limit the activities of existing brownfields redevelopment and economic development initiatives but does capitalize on our cooperation and offers our region economies and efficiencies that can enhance our effectiveness as a region, and

NOW THEREFORE BE IT RESOLVED that Tri-County Regional Planning Commission hereby resolves to join the Regional Brownfields Assessment Coalition and establish it for the purpose of developing and implementing brownfield site assessment and redevelopment education and projects in our region, and

AND BE IT FURTHER RESOLVED that Tri-County Regional Planning Commission will serve as a lead applicant for the Coalition and will apply for USEPA funding to facilitate conducting environmental assessments of potential development/re-development properties that will reduce risk and increase successful job creation and retention while supporting brownfields site assessments, cleanups and re-developments in our region.

David Pohl, TCRPC Chairperson

Date



Layton & Richardson, P.C.

Certified Public Accountants

October 1, 2011

Ms. Susan M.C. Pigg
Tri-County Regional Planning Commission
913 W. Holmes, Suite 201
Lansing, MI 48910

Dear Board of Directors:

This correspondence has been prepared to provide an overview of the planned scope and timing of our audit of Tri-County Regional Planning Commission's financial statements as of and for the year ended September 30, 2011. Planning matters significant to the audit are as follows:

- Layton & Richardson, P.C. plans to address the significant risk of material misstatement due to error or fraud through the use of inquiry, examination of client records, test of controls (if deemed effective) and substantive tests of significant accounts and analytical review procedures.
- Our approach to the evaluation of internal control will be to obtain a complete understanding of the control activities and processing relating to significant accounts. In addition, we will a) test controls over these significant accounts to determine the operating effectiveness of the internal controls and/or b) perform walk-through procedures to determine if key controls are operating as management intends. Our procedures are designed as part of obtaining audit evidence for the audit of Tri-County Regional Planning Commission and not to express an opinion on the effectiveness of internal control over financial reporting.
- Our approach to materiality as it relates to planning and performing the audit focuses on several factors including sales/revenue volume, total value of assets held at year end, significant accounts, significant transaction cycles and account activity, and transactions susceptible to error or misstatement due to the inherent or control risk of the account.

We will be pleased to respond to any questions you have about the foregoing or any concerns you may have on your operations and its effect on the audit process. We appreciate the opportunity to be of service to Tri-County Regional Planning Commission.

This communication is intended solely for the information and use of the Board of Directors, management and others within Tri-County Regional Planning Commission and is not intended to be and should not be used by anyone other than these specified parties.

Layton & Richardson, P.C.

Certified Public Accountants

1000 Coolidge Road
East Lansing, MI 48823

(517) 332-1900
(517) 332-2082 fax
Info@LNRCPA.com

Merrick A. Richardson, CPA
Principal
Rick@LNRCPA.com

Vickie L. Crouch, CPA, CGFM
Principal
Vickie@LNRCPA.com

Stephen D. Plumb, JD, CPA
Principal
Steve@LNRCPA.COM



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Susan M.C. Pigg, CEcD

RESOLUTION

TO APPROVE AN AGREEMENT FOR FY 2011 ANNUAL AUDIT SERVICES

Resolution adopted by the Tri-County Regional Planning Commission at its regularly scheduled Board meeting of October 26, 2011:

WHEREAS, the TCRPC staff prepares financial statements accordingly, and contracts with an independent auditor to perform and provide an independent auditor's report at the end of each fiscal year and,

WHEREAS, the Tri-County Regional Planning Commission will enter into an agreement with Layton & Richardson, P.C. Certified Public Accountants to perform FY 2011 annual audit services;

NOW THEREFORE BE IT RESOLVED, that the Tri-County Regional Planning Commission approves an agreement for FY 2011 annual audit services with Layton & Richardson, P.C. for \$8,300.

AND BE IT FURTHER RESOLVED that the TCRPC Executive Director is authorized 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

RESOLUTION OF CONCERN REGARDING A MICHIGAN ASSOCIATION OF PLANNING DRAFT REGIONAL COUNCILS LEGISLATION

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Susan M.C. Pigg, CEcd

Resolution adopted by the Tri-County Regional Planning Commission at its regularly scheduled Board meeting of October 26, 2011:

WHEREAS, the Tri-County Regional Planning Commission has provided planning services and assistance to the mid-Michigan region of Clinton, Eaton, and Ingham Counties and has been a leader in the Michigan Association of Regions and has been commended nationally for its regional cooperative initiatives and has been recognized as a Regional Planning Commission by federal and state agencies, and many others for over 56 years; and

WHEREAS, the Michigan Association of Planning (MAP) has shared a draft proposed legislation called the Regional Councils Act for review and comment; and

WHEREAS, the Tri-County Regional Planning Commission has considered the draft Regional Councils Act and finds serious concerns with the proposed draft legislation including but not limited to the following:

The proposed legislation would offer taxing authority to another level of government, Regional Councils, but does not adequately describe how fair representation would be met.

The draft does not meet its stated goal of improving or expanding the powers and abilities of regional councils, rather requires that they be re-established, and suggests that their activities would be limited or directed at a statewide level rather than by the residents and constituents of that region.

The proposed legislation would require existing and well-functioning regions, such as TCRPC, to start anew with new articles of incorporation, bylaws, and could require the elimination or change of members.

The proposed legislation suggests a confusing and potentially harmful ability to create new regional entities within or in spite of existing regional councils. It appears to offer support for dividing or disabling regional councils in this way.

The proposed legislation disregards or discards the important roles of the many region-specific partners of different regional councils including transportation agencies and boards, workforce organizations, rural townships, small cities and villages, and even local elected officials; now

THEREFORE BE IT RESOLVED that the Tri-County Regional Planning Commission does not support the draft legislation for regional councils and encourages the Michigan Association of Planning not to seek legislative support and adoption of the draft Regional Councils Act.



TRI-COUNTY REGIONAL PLANNING COMMISSION

Planning for People in the Greater Lansing Region Since 1956

MINUTES

Transportation Review Committee (TRC)

2011 OFFICERS

Date: October 12, 2011 (Wednesday) at 4:00 p.m.
Place: Tri-County Regional Planning Commission (Southwind Conference Room)
913 W. Holmes Road, Lansing MI 48910

CHAIRPERSON

David Pohl, Clinton County

VICE-CHAIRPERSON

Howard Pizzo, Eaton County

TREASURER

Carol Wood, City of Lansing

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Susan M.C. Pigg, CEcD

Attendance: See attached attendance sheet.

Staff Present: Paul Hamilton, Steve Skinker, Maria Habba

The meeting was called to order by Ch/Monsma at approximately 4:00 p.m.

I. Introductions/Minutes/Public Comment

It was MOVED by C/McGrain, SUPPORTED by C/Bauerle, to approve the September 14, 2011 minutes as printed. MOTION CARRIED UNANIMOUSLY.

II. Proposed TIP and Illustrative List Amendments

- A) City of Lansing: Move 2012 Clippert St. (Grand River to Saginaw) to the illustrative list and reprogram \$275,000 STP federal funds to the Washington St. (Malcolm X to Barnes) project in the TIP. Washington St. will increase by one block, with related scope changes for sewer and street reconstruction (locally funded). CARTS recommends approval. It was MOVED by C/McGrain, SUPPORTED by C/Bauerle, to recommend approval of the City of Lansing TIP amendment request. MOTION CARRIED UNANIMOUSLY.
- B) CATA: Add nine "mini-hybrid fan kits" funded by a Clean Fuels Grant of \$135,000 total (\$108,000 federal and \$27,000 local match). These are discretionary funds and the "mini-fans" would improve fuel economy on existing hybrid buses. This project will be added to the TIP illustrative list pending award. CARTS recommends approval. It was MOVED by C/Bauerle, SUPPORTED by C/Pizzo, to recommend approval of CATA's TIP illustrative list amendment request. MOTION CARRIED UNANIMOUSLY.
- C) MDOT: Add seven new projects to 2012 and adjust year of construction on two others. New projects include final landscaping at two rest areas, a safety general program, patches on I-96, resurfacing on M-36, rehabilitation of two structures on I-96 and wetland mitigation. Five bridge and culvert replacements on M-50 are being moved from 2013 to 2012 and a ramp project on M-50 originally scheduled for 2011 is moving to 2013. CARTS recommends approval. It was MOVED by C/Pizzo, SUPPORTED by C/McGrain, to recommend approval of MDOT's various TIP amendment requests.

C/McGrain requested clarification on the location of the proposed bridge projects. C/Wood inquired about making recommendations to MDOT on landscaping details. She suggested that "no-mow" mixes be used for low maintenance lawns to save time and money.

(Over)

Dal McBurrows offered to relay this message to the MDOT University Region and maintenance staff.
MOTION CARRIED UNANIMOUSLY.

D. **Ingham County:** **Transfer funds from a 2013 Lake Lansing Rd. (Lac du Mont to Marsh) project to a 2012 Haslett Rd. project, which will be advance constructed in 2012 at no change in cost, but the Haslett Rd. termini will expand to Park Lake Rd. to the CN Railroad (previously Haslett - Okemos to Marsh Rd.)** This request was not considered by CARTS. It was MOVED by C/Bauerle, SUPPORTED by C/Wood, to recommend approval of Ingham County Road Commission's TIP amendment request. Discussion on schedules for amendment. MOTION CARRIED UNANIMOUSLY.

E. **Administrative Amendments:** Staff reported on administrative adjustments to the 2011-2014 TIP. ICRC, Waverly at Michigan and Waverly at Willow intersection projects were moved from the illustrative list into the TIP with funding. The MDOT MichiVan project was amended to move funds from 2012 to 2011.

V. **Status Reports**

- MDOT Letting Schedule: The schedule was enclosed and is available on the MDOT Local Agency Program (LAP) website. Hamilton reviewed when projects should be obligated and let in 2012. Please contact Paul Hamilton with any questions.
- 2012 Call for Projects: MDOT delayed TIP development for another year, until the 2014-2017 cycle. Staff will be updating the 2011-2014 TIP by way of amendment to primarily look at the 2013-2014 program and the illustrative list. A call for projects will be sent out in December and Project Selection day will be held on the last Friday of January. Hamilton discussed the new CMAQ redesign efforts and said he anticipates a new call for 2013-2014 CMAQ projects.
- MOVES Implementation: Staff is working with EPA on the new MOVES air quality conformity model. Hamilton explained technical challenges between the old and new model that can impact conformity. Staff is performing tests and surveying everything in the Plan to assess potential issues with the transition. EPA issued a notice requiring implementation after March 2012. McBurrows reported that MDOT is ahead of schedule and should have the new model implemented by December. MOVES is intended to help monitor greenhouse gas emissions. Staff will keep the Committee informed. C/Veenstra asked if school closings are considered in the model. Hamilton explained that demographic data (population and employment) is entered into the model, but there is no requirement related to change in use. C/Yorko recommended schools utilize the Health Impact Assessment tool when evaluating land use health decisions.
- Safe Routes to Schools: Hamilton has developed a proposal to fund a safety engineer position at TCRPC to evaluate safe routes to all schools in the region. He will be meeting with the ISD superintendents and Lansing school staff to propose the project and obtain feedback.
- Reauthorization Update: Hamilton said there is a continuing resolution for six months on the current program. He encouraged members to speak with their Congressional representatives to submit these projects early.
- MDOT County Summits: All summits will all be held at 9 a.m. October 25th - ICRC; October 27th ECRC; November 3rd CCRC. Hamilton encouraged attendance to discuss past, present and future projects. TCRPC posted these meetings on its website.
- Sustainable Communities Grant: Staff submitted the full proposal to HUD for a \$3 million Sustainable Communities grant.

VI. **Other/Adjourn**

There being no further business the meeting adjourned at 5:00 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	X			
Eaton County: Eaton County Road Commission EATRAN Osieczonek	C C	X X	C C	X X	X X	X X	X X	C C	X X	X X			
Ingham County: Beard McGrain Veenstra Ingham County Road Commission Dravenstatt-Moceri	C C C	X X X	C C C	X X	X X	X X	X X	C C C			X X		
Lansing City: Wood Yorko CATA Monsma	C C	X X	C C	X	X X	X		C C	X	X			
MDOT: McBurrows	C	X	C	X	X	X	X	C	X	X			
TOTAL VOTING MEMBERS		12		9	12	8	8		7	10			
NON VOTING MEMBERS: CATA: D Alexander J Ball (May 2010) N Wilson (A-1)	C	X	C	X	X	X	X	C	X	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	11			

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.

 <p>Virg Bernero, Mayor</p>	<p>PUBLIC SERVICE DEPARTMENT Engineering Division 732 City Hall 124 West Michigan Avenue Lansing, Michigan 48933 (517) 483-4455 FAX: (517) 483-6082 http://publicservice.cityoflansingmi.com</p>	
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September 26, 2011

Mr. Paul Hamilton
Tri-County Regional Planning Commission
913 W. Holmes Road - Suite 201
Lansing Michigan 48910

Re: Transportation Improvement Program (TIP) Amendment – Washington Avenue from Main Street to Barnes Street Project
Clippert Street from Grand River Avenue to Saginaw Street Project

Dear Mr. Hamilton:


This letter is to request an amendment to the current TIP to adjust our 2012 projects. Our Clippert Street project will not be ready for construction in 2012 due to unresolved design concerns with the geometrics of Clippert Street at the intersection of Grand River Avenue. We would like to move the Clippert Street project to the illustrative list so that the STP project funding (\$275,000) can be used to increase our Washington Avenue project.

The Washington Avenue project limits have been expanded to include one block of Main Street (recently renamed Malcolm X Street) and one block of a local street (South Street) adjacent to the project. The project scope has been expanded to include sanitary sewer rehabilitation on Washington Avenue, the local street reconstruction on South Street (both 100% City costs), and the TCSP roadside facility (streetscape) grant. Force account work will include signal and crossing upgrades at the Canadian National railroad crossing.

The TIP amendment request is summarized on the following page.

Please do not hesitate to contact me with any questions regarding this project. Thank you for your assistance in this matter.

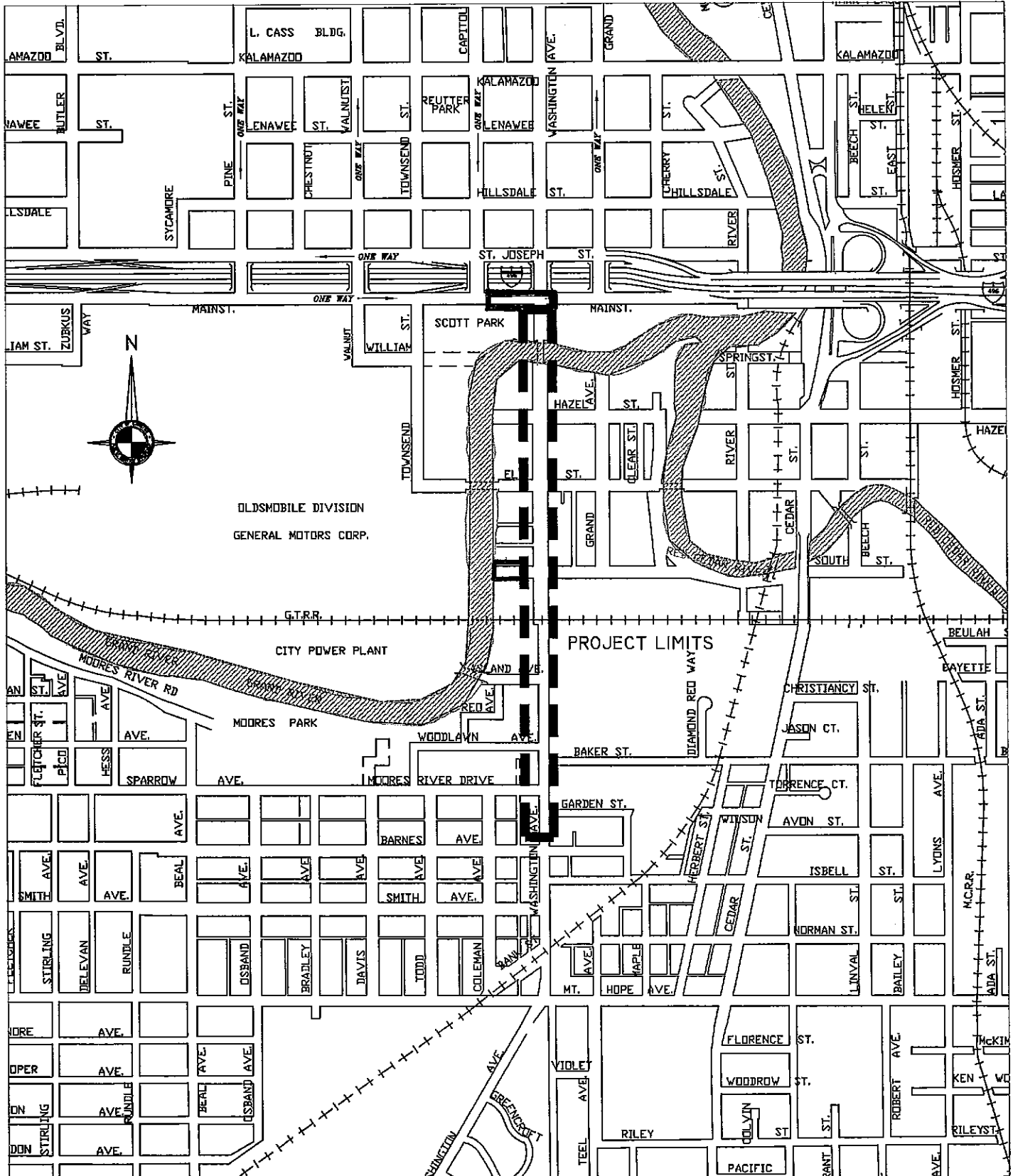
Sincerely,


Jane Dykema, P.E.
Assistant City Engineer

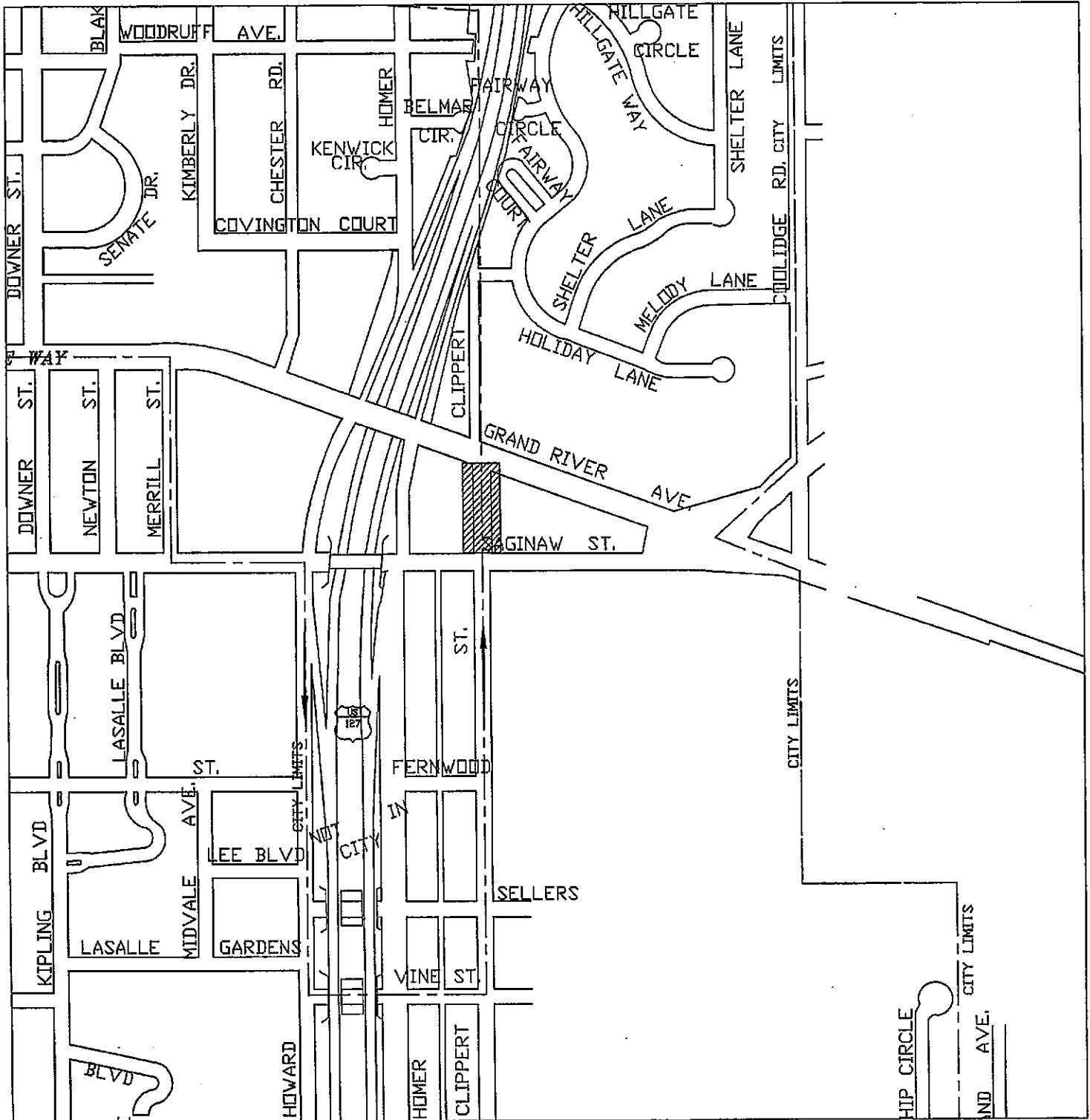
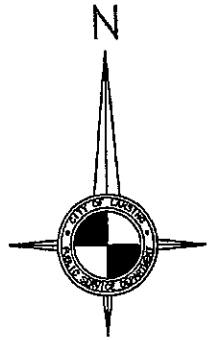
c: Chad Gamble, Director of Public Service
Dean Johnson, City Engineer
Andy Kilpatrick, Transportation Engineer

ADJUST 2012 Funded Projects					
Washington Avenue					
Project Limits	from Main Street to Barnes Street				
Revised Project Limits	Malcolm X Street (previously known as Main Street) to Barnes Street and including Malcolm X Street from Capitol to Washington (0.08 miles) and South Street from Washington Ave to the west end of South Street (0.06 miles)				
Project Description	Resurface, Project to be constructed in tandem with a 2012 funded TCSP streetscape project, project is five to 3 lanes consistent with Plan conformity.				
Revised Project Description	Reconstruct, includes STP project, local street reconstruction, sanitary sewer rehab and TCSP Roadside facility (streetscape) project, and railroad force account work.				
		Total Project Estimate	Total STP project	Federal Share	City Share
Project Amount (Current TIP)		\$1,475,000	\$1,475,000	\$1,180,000	\$295,000
TIP Adjustment for Washington Avenue STP project (from Clippert Street project)			\$275,000	\$220,000	\$55,000
Revised Project Amount (Proposed TIP amendment)					
	STP Project Eligible Amount		\$1,750,000	\$1,400,000	\$350,000
	Local Street Reconstruction (South Street)				\$110,000
	Washington Ave Sanitary Sewer Rehab				\$270,000
	TCSP Roadside Facility Project			\$326,000	
	Engineering				\$550,000
	Total Project – Revised TIP Amount	\$3,006,000	\$1,750,000	\$1,726,000	\$1,280,000
Clippert Street	Move Clippert Street from 2012 STP Project List to Illustrative list				
Project Limits	from Saginaw to Grand River				
TIP Adjustment for Clippert Street (delete 2012 project funding)			\$(275,000)	\$(220,000)	\$(55,000)

S. WASHINGTON AVE.



Clippert Street





II B. TIP Amendment_Illustrative List_CATA

September 16, 2011

Mr. Paul Hamilton
Chief Transportation Planner
Tri-County Regional Planning Commission
913 W. Holmes Rd., Suite #201
Lansing, MI 48910

Dear Mr. Hamilton:

CATA is requesting to add a project to the illustrative list in the Transportation Improvement Plan ("TIP"). CATA applied for a Clean Fuels Grant to fund the purchase of nine (9) mini-hybrid fan kits. The mini-hybrid fan kits will be installed in existing hybrid buses. The kits offer better fuel economy, lower maintenance costs, and improved emissions. When CATA is awarded the Clean Fuels Grant, we will request an administrative amendment to move this project into the financially constrained TIP.

Clean Fuels Grant	Federal	State	Total
9 Mini-Hybrid Fan Kits	\$108,000	\$27,000	\$135,000

If you have any questions about this project, please do not hesitate to call me.

Sincerely,

Debra W. Alexander
Assistant Executive Director





JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

KIRK T. STEUDLE
DIRECTOR

October 4, 2011

Ms. Susan M. C. Pigg, Executive Director
Tri-County Regional Planning Commission
913 West Holmes, Suite 201
Lansing, Michigan 48910

Dear Ms. Pigg:

The Michigan Department of Transportation is requesting to amend and administratively adjust the FY 2012 and FY 2013 elements of the FY 2011-2014 Tri-County Regional Planning Commission (TCRPC) Transportation Improvement Program.

The MDOT TIP amendments are detailed below.

Fiscal Year	Project Name	Limits	Project Description	Funding
2012	I-96 (JN 111598)	Grand Ledge Rest Area	New landscaping	Federal: \$ 127,774 State: \$ 14,197
2012	I-96 (JN 113547)	Cintonia Rd to Wacousta Rd	Full Depth Patches	Federal: \$ 1,803,060 State: \$ 200,340
2012	I-96 WB (JN 111596)	Okemos Rest Area	New landscaping	Federal: \$ 133,850 State: \$ 14,872
2012	M-36 (JN 113555)	Dexter Trail to M-52	Resurface	Federal: \$ 1,394,601 State: \$ 309,248
FY 2012	Highway Safety GPA	Regionwide	Highway Safety Trunkline	Federal: \$ 1,194,000

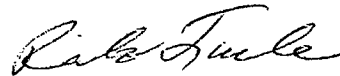
2012	I-96 (JN 102843)	2 bridge locations along I-96	Bridge restore & rehabilitate	Federal: \$ 1,273,454 State: \$ 141,494
2012	US-127 (JN 104349)	Clinton County	Wetland Mitigation	Federal: \$ 545,950 State: \$ 121,063

The administrative adjustments are as follows.

Fiscal Year	Project Name	Limits	Project Description	Funding
FY 2011 to FY 2013	M-50 (JN 113272)	Cochran (I-96 BL) to I-69 ramp north bound	Reconstruct and add continuous center left turn lane	State: \$ 2,480,321
FY 2013 to FY 2012	M-50 (JN 105923)	Five Structures on M-50, Eaton County	Bridge and culvert replacements	Federal: \$ 3,792,252 State: \$ 840,920

If you have any questions, please contact me at 517-335-2641.

Sincerely,

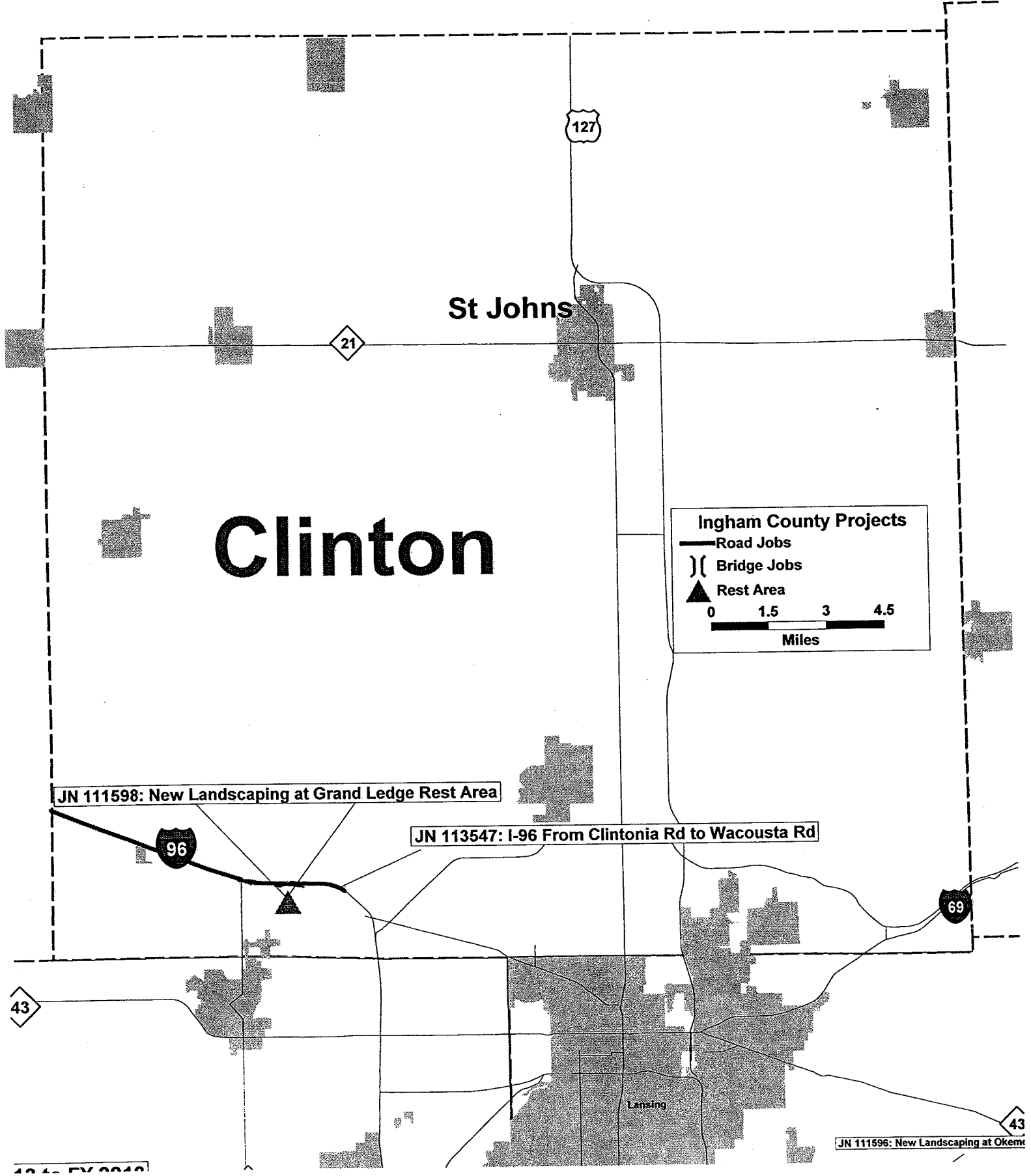


Rick Fowler, Program Manager
Statewide Planning Section

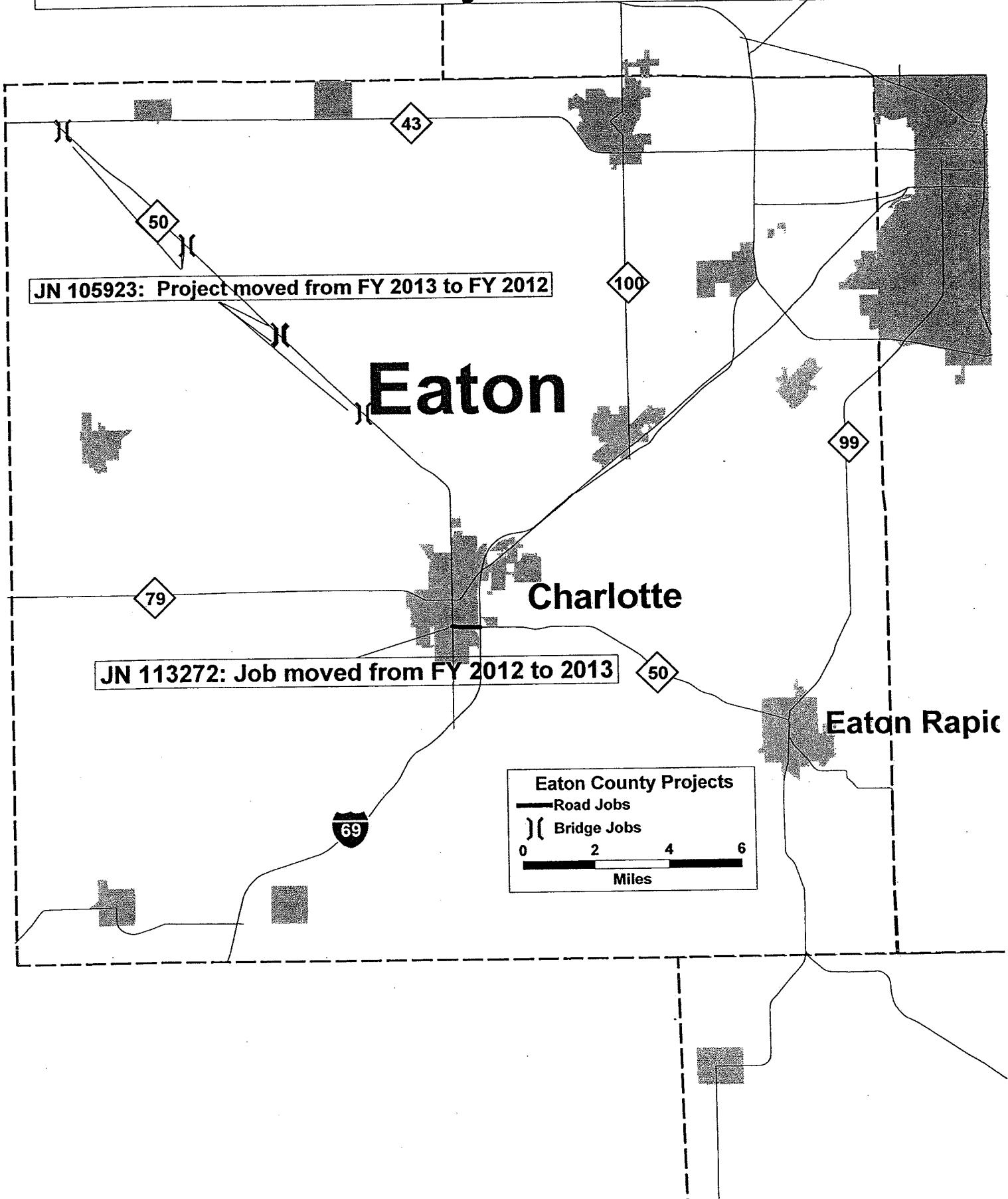
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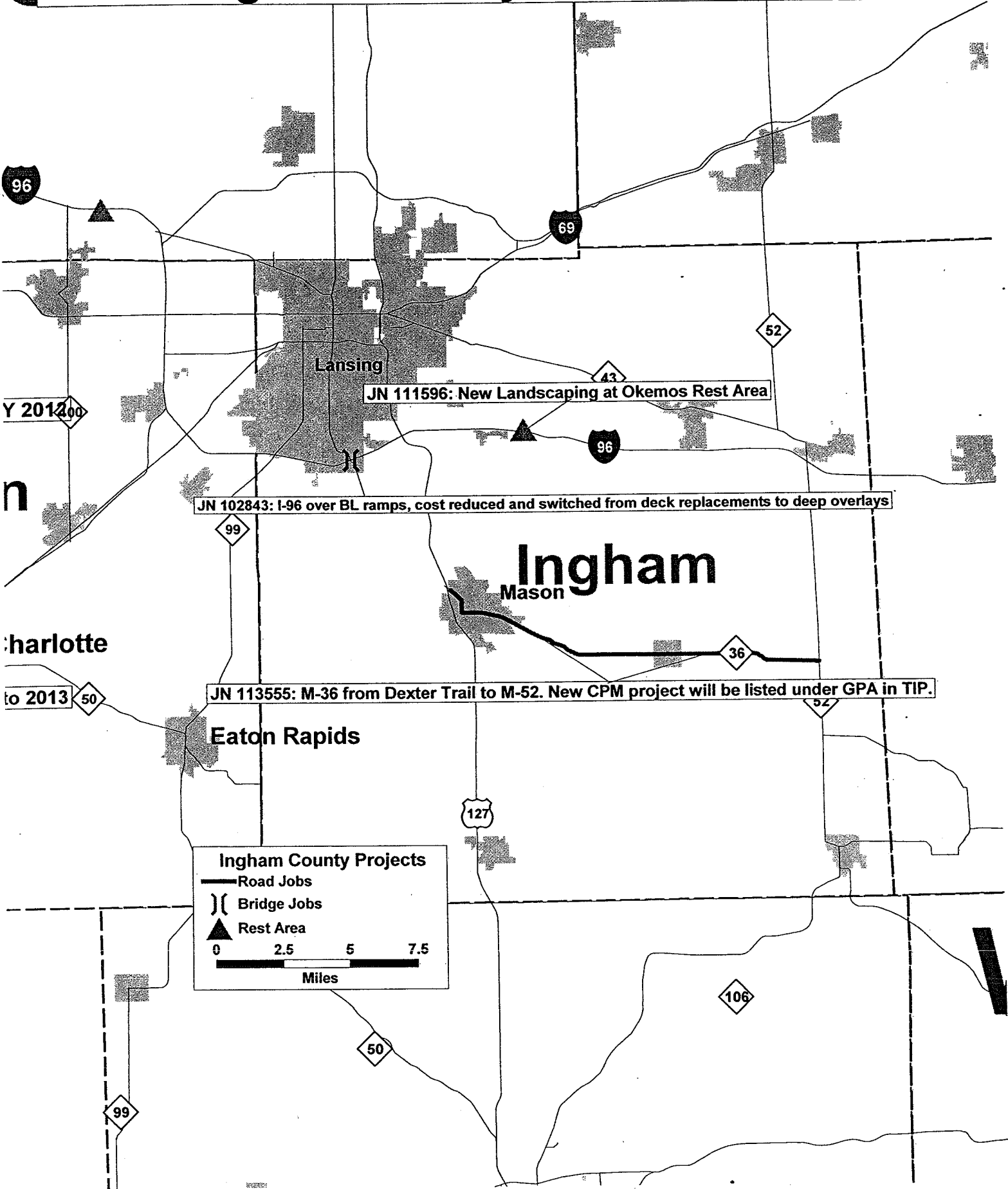
MDOT Clinton County Amended Projects



MDOT Eaton County Amended Projects



MDOT Ingham County Amended Projects



Lansing

JN 111596: New Landscaping at Okemos Rest Area

JN 102843: I-96 over BL ramps, cost reduced and switched from deck replacements to deep overlays

Ingham
Mason

JN 113555: M-36 from Dexter Trail to M-52. New CPM project will be listed under GPA in TIP.

Eaton Rapids

Ingham County Projects

- Road Jobs
- - - Bridge Jobs
- ▲ Rest Area

0 2.5 5 7.5
Miles

96

69

52

96

99

36

Y 2012

Charlotte

to 2013

127

52

106

50

99

INGHAM COUNTY ROAD COMMISSION

**AUSTIN E. CAVANAUGH ADMINISTRATION BUILDING
301 Bush Street, P.O. Box 38, Mason, MI 48854-0038**

Shirley M. Rodgers r, Chair
James Dravenstatt-Mocerri, Vice Chair
Norman L. Gear, Member
Milton L. Scales, Member
Marc Thomas, Member

William M. Conklin, P.E.
Managing Director

September 1, 2011

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

Re: Proposed TIP Amendment

Dear Mr. Hamilton:

The Ingham County Road Commission's 2013 element of the approved Transportation Improvement Program (TIP) lists both a Haslett Road project and a Lake Lansing Road project. Lake Lansing Road received extensive maintenance attention this summer, using non-federal aid funds. Haslett Road has continued to deteriorate, especially west of the programmed project. Therefore, we propose to use the Lake Lansing Road project funding to address our Haslett Road needs, per the following tables.

Existing 2013 TIP Element				
Project Name	Limits	Length	Federal	Local
Haslett Road	Okemos to Marsh	1.00	\$517,000	\$129,000
Lake Lansing Rd	Lac du Mont to Marsh	0.73	\$466,000	\$117,000
Totals		1.73	\$983,000	\$246,000

Proposed 2012 TIP Element (Advance Construct)				
Project Name	Limits	Length	Federal	Local
Haslett Road	Park Lake to CN RR	2.25	\$983,000	\$246,000

Additionally, we ask that the expanded Haslett Road project be inserted into the 2012 TIP as an advance construct project. If you have questions or need additional information, please contact me at (517) 676-9722 ext. 336.

Sincerely

INGHAM COUNTY ROAD COMMISSION

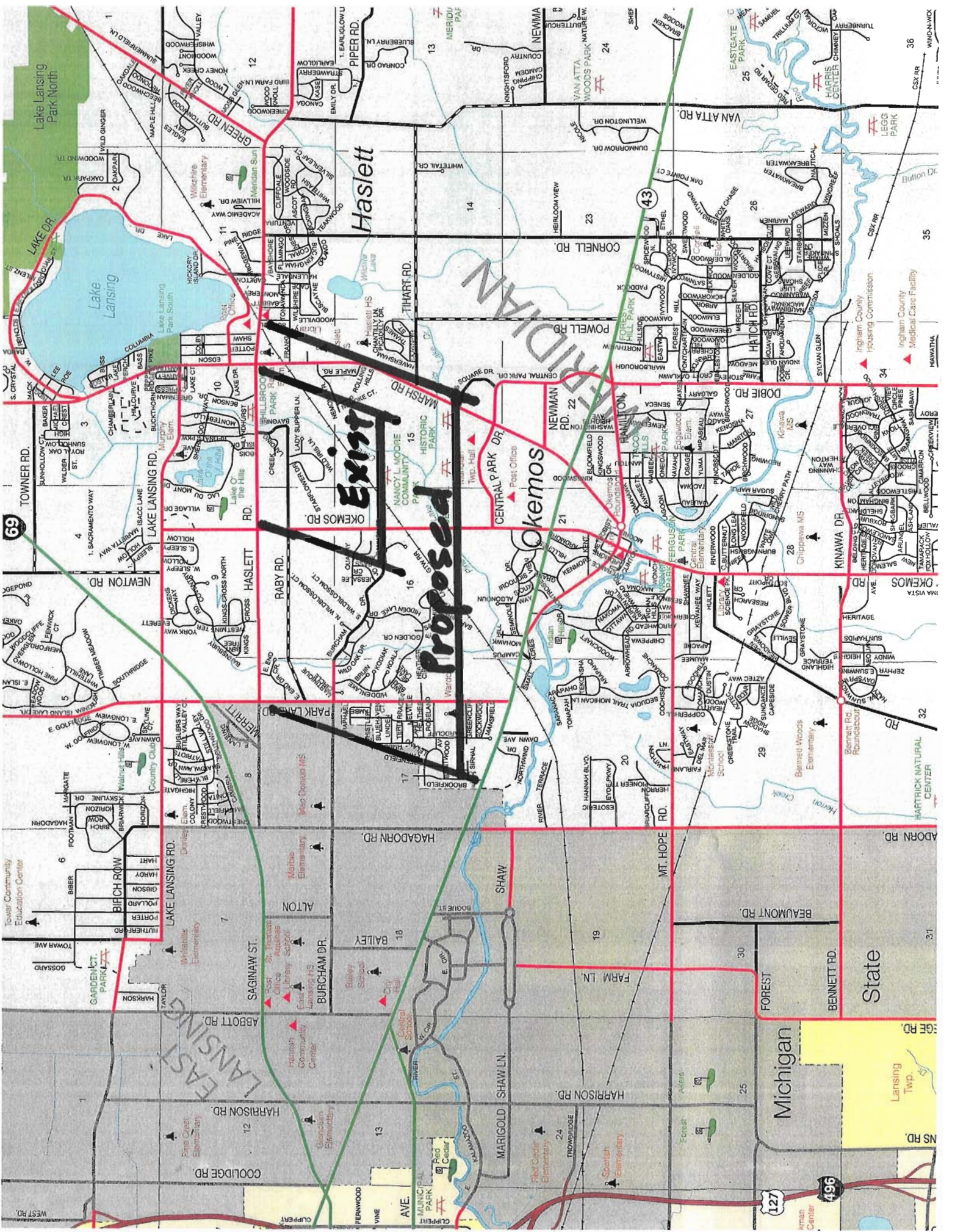


Robert H. Peterson, P.E.
 Director of Engineering

Telephone: (517) 676-9722 1-800-968-9733 Fax: (517) 676-2085 TDD: (517) 676-7798

E-Mail: roads@inghamcrc.org Web Site: <http://www.inghamcrc.org>

An Equal Opportunity Employer



Exist

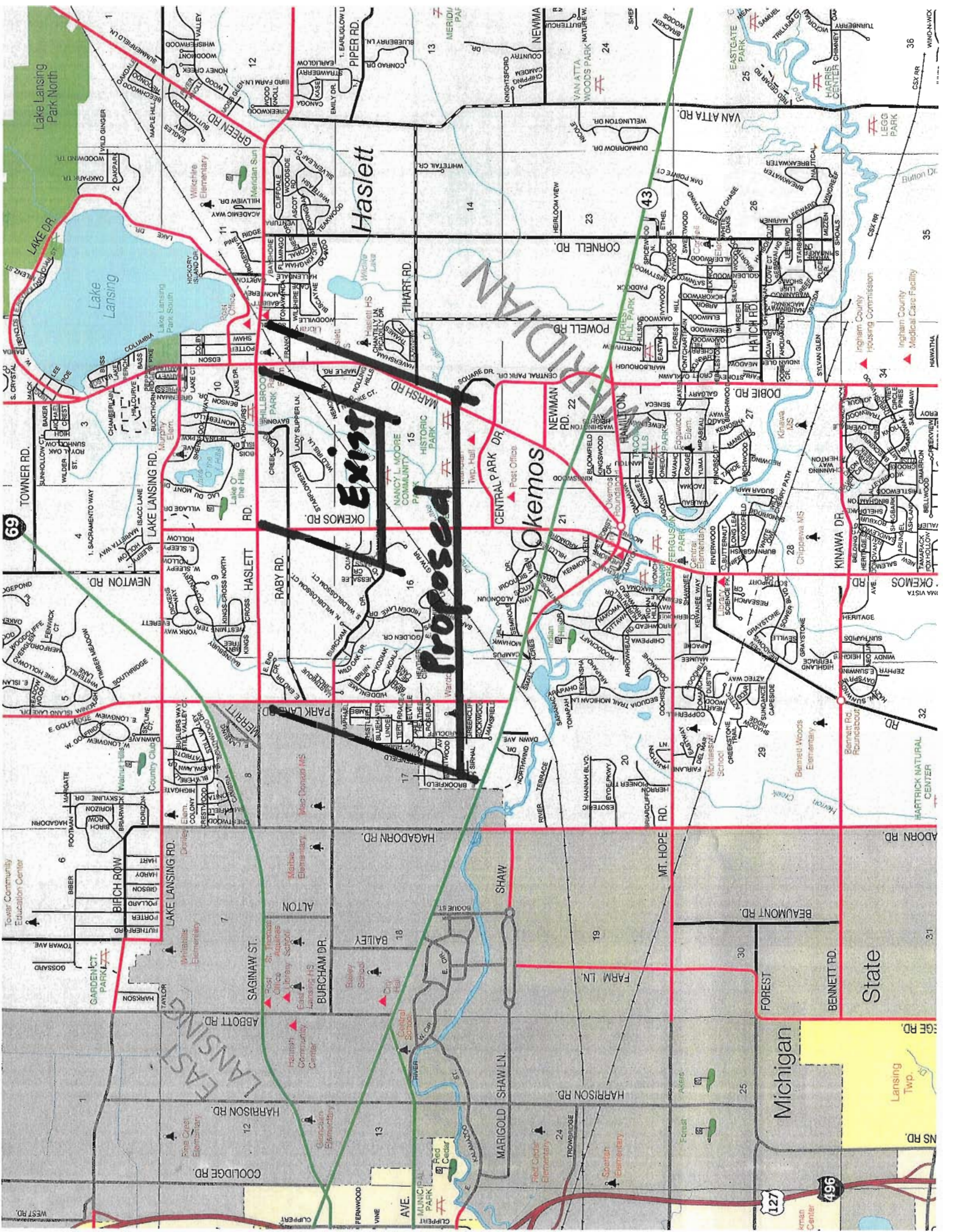
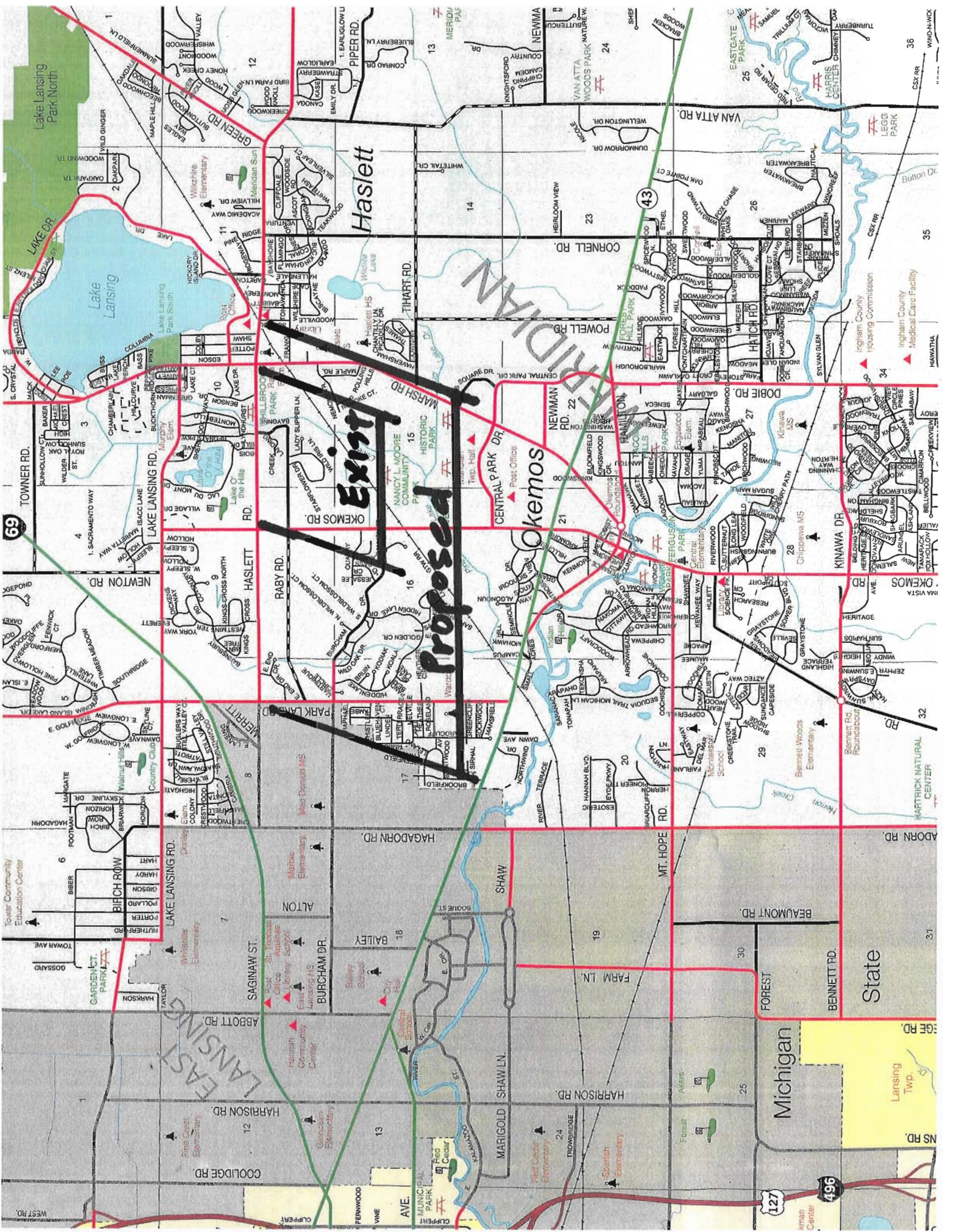
Proposed

Haslett

Okemos

Michigan

State



MDOT Local Agency Programs (LAP) FY 2012 Project Planning Guide

TS&L or <u>Pre GI</u>	Program <u>Application</u>	Submit Acceptable <u>G.I. Package</u>	Approximate Grade Inspection <u>Date</u>	ROW Cert, Permits, Final Plans, Proposal, & Estimate to <u>LAP</u>	All MDOT Requested Revisions to <u>LAP (4)</u>	Advertise Date <u>5 week</u>	Letting <u>Date</u>	Commission Meeting (Tentative) <u>Thursday</u>	Ad Board Meeting (1st & 3rd <u>Tuesday</u>)
04/15/11 F	05/13/11 F	05/27/11 F	06/24/11 F	07/29/11 F	08/12/11 F	08/26/11 F	10/07/11	10/27/11	11/01/11
05/13/11 F	06/10/11 F	06/24/11 F	07/22/11 F	08/26/11 F	09/09/11 F	09/23/11 F	11/04/11	* 11/17/11	12/06/11
06/10/11 F	07/08/11 F	07/22/11 F	08/19/11 F	09/23/11 F	10/07/11 F	10/21/11 F	12/02/11	12/22/11	01/03/12
*07/27/11 W	*08/24/11 W	*09/07/11 W	09/23/11 F	*10/26/11 W	*11/09/11 W	*11/23/11 W	01/06/12	01/26/12	02/07/12
08/26/11 F	09/23/11 F	10/07/11 F	10/21/11 F	*11/23/11 W	12/09/11 F	*12/22/11 TH	02/03/12	02/23/12	03/06/12
09/23/11 F	10/21/11 F	11/04/11 F	11/18/11 F	*12/22/11 TH	01/06/12 F	01/20/12 F	03/02/12	03/29/12	04/03/12
10/28/11 F	*11/23/11 W	12/09/11 F	*12/22/11 TH	01/27/12 F	02/10/12 F	02/24/12 F	04/06/12	04/26/12	05/01/12
*11/23/11 W	*12/22/11 TH	01/06/12 F	01/20/12 F	02/24/12 F	03/09/12 F	03/23/12 F	05/04/12	05/24/12	06/05/12
*12/22/11 TH	01/20/12 F	02/03/12 F	02/17/12 F	03/23/12 F	04/06/12 F	04/20/12 F	06/01/12	06/28/12	07/17/12
01/27/12 F	02/24/12 F	03/09/12 F	03/23/12 F	04/27/12 F	05/11/12 F	05/25/12 F	07/06/12	07/26/12	08/07/12
02/24/12 F	03/23/12 F	04/06/12 F	04/20/12 F	05/25/12 F	06/08/12 F	06/22/12 F	08/03/12	08/23/12	09/04/12
03/30/12 F	04/27/12 F	05/11/12 F	05/25/12 F	06/29/12 F	07/13/12 F	07/27/12 F	09/07/12	09/27/12	10/02/12
04/27/12 F	05/25/12 F	06/08/12 F	06/22/12 F	07/27/12 F	08/10/12 F	08/24/12 F	10/05/12	10/25/12	11/06/12
05/25/12 F	06/22/12 F	07/06/12 F	07/20/12 F	08/24/12 F	09/07/12 F	09/21/12 F	11/02/12	*11/20/12 Tu	12/04/12
06/29/12 F	07/27/12 F	08/10/12 F	08/24/12 F	09/28/12 F	10/12/12 F	10/26/12 F	12/07/12	*12/20/12	01/15/13

Final - 07/18/11

1. All bridge projects (bridge replacement and major rehabilitation regardless of funding) require a Type, Size and Location (TS&L) submittal.
2. For projects that may require an Environmental Assessment, the Program Application and supporting documents must be submitted to LAP at least one year prior to advertisement date.
3. For reconstruction (4R) projects on the National Highway System (NHS) and over \$5,000,000 in total cost, submit Plans, Proposal, and Estimate to LAP at least two weeks prior to the dates shown in this guide.
4. Final date that all MDOT requested revisions are to be received by MDOT LAP, so that all modifications identified during the final plan review can be incorporated.
5. * : Date adjusted due to holiday. ! : Earlier turn in date due to busiest lettings. ^ : Tentative Date
6. Schedule is based on requirements for letting projects through E-Proposal and ProjectWise
7. M- Monday, T-Tuesday, W- Wednesday, TH- Thursday, F- Friday



TRI-COUNTY REGIONAL PLANNING COMMISSION

Planning for People in the Greater Lansing Region Since 1956

FINANCE COMMITTEE MEETING NOTICE

2011 OFFICERS

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David Pohl, Clinton County

VICE-CHAIRPERSON

Howard Pizzo, Eaton County

TREASURER

Carol Wood, City of Lansing

SECRETARY

Dianne Holman, Ingham County

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Larry Martin

David Pohl

Eaton County

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Howard Pizzo

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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, October 26, 2011

TIME: 7:15 p.m.

PLACE: Southside Community Center
Community Room
5825 Wise Road
Lansing, MI 48911

Please note
LOCATION.

PROPOSED AGENDA

I. Financial Statements

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

II. Other

III. Adjourn

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

LINE ITEM CATEGORY	BUDGET	CURRENT MONTH	FISCAL YEAR TO DATE	BALANCE	PERCENT EXPENDED
Salaries	803,054	66,274.50	792,109.65	10,944.35	98.64%
Fringe Benefits	438,983	34,801.56	436,891.85	2,091.15	99.52%
Advertising	4,000		3,714.21	285.79	92.86%
Audit	8,100		8,100.00	0.00	100.00%
Bank Service Charges	800	92.48	742.99	57.01	92.87%
Commission Mtg Expense	1,500		1,500.00	0.00	100.00%
Commission Travel	750		477.69	272.31	63.69%
Computer Services	11,500	689.75	9,401.52	2,098.48	81.75%
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	1,800		1,738.90	61.10	96.61%
Fixed Asset Depreciation	10,100	650.00	9,873.35	226.65	97.76%
Furniture/Equipment Purch.	10,000		4,056.29	5,943.71	40.56%
Graphic Supplies	1,200	0.00	713.91	486.09	59.49%
Insurance	6,258		6,258.00	0.00	100.00%
Membership Dues	10,985	0.00	9,277.21	1,707.79	84.45%
Office Supplies	7,600	333.25	5,715.17	1,884.83	75.20%
Pass Through	72,815		72,726.57	88.43	99.88%
Postage	6,765	219.62	3,173.50	3,591.50	46.91%
Printing & Copying	16,450	291.96	6,710.71	9,739.29	40.79%
Publications	2,750	140.00	1,081.06	1,668.94	39.31%
Recognition Awards	250		250.00	0.00	100.00%
Rent - Equipment	700		0.00	700.00	0.00%
Rent - Meeting Facility	550		0.00	550.00	0.00%
Rent - Office	59,736	4,888.54	59,713.05	22.95	99.96%
Special Projects	11,634	1,000.00	8,831.50	2,802.50	75.91%
Subscriptions	1,000		465.32	534.68	46.53%
Telephone	3,600	59.64	1,897.01	1,702.99	52.69%
Training	2,550		2,398.25	151.75	94.05%
Transfer for Match	213,320	27,003.73	202,076.45	11,243.55	94.73%
Travel - In	12,000	711.79	9,407.65	2,592.35	78.40%
Travel - Out	11,100	1,375.91	11,313.45	(213.45)	101.92%
Totals	1,761,875	138,532.73	1,698,350.27	63,524.73	96.39%

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%