



## **ANNUAL DINNER MEETING PROPOSED MINUTES**

**Meeting:** Tri-County Regional Planning Commission

**Date:** January 24, 2018

**Place:** Hawk Hollow Golf Course  
Patio Room II  
15101 Chandler Road  
Bath, Michigan 48808

I. Call to Order

Meeting called to order by Vice Chair/Banas at 7:01 p.m. New members and guests were welcomed to the Annual Dinner Meeting.

II. Approval of Agenda

C/Draheim requested that an addition be made to Section VIII. New Business, to add A. Temporary Working Groups.

**It was MOVED by C/Brixie, SUPPORTED by C/Eakin, to approve the amended Agenda. MOTION CARRIED UNANIMOUSLY**

III. Introduction of Guests and New Commissioners

Vice Chair/Banas requested that everyone in attendance introduce themselves. Introductions were made.

IV. Interim Director's Remarks

Interim Director Snell thanked everyone for attending and thanked the Hawk Hollow staff and Clinton County Commissioners.

Interim Director Snell requested that the Committee Preference Form be filled out and given to staff. For convenience purposes, some meetings will be scheduled so that if a Commissioner is on more than one Committee, he/she will be able to attend all their meetings in one day. Interim Director Snell and the next Chairperson will review the preferences and decide the Committee members within the next week. The Commissioner Preference Form has the meeting dates, an explanation of what the Committee is, etc.

Interim Director Snell also advised that the 2018 Draft Operating Policies and Procedures were included in the packets and traditionally the Commissioners review and approve them annually. The Working Group will be reviewing the Operating Policies and Procedures before the end of the year, but the 2018 Operating Policies and Procedures need to be reviewed. Interim Director Snell also advised that the Commission meeting calendar had to be adopted.

Interim Director Snell stated that TCRPC had a positive year. The Federal Certification was very good this year. He also discussed the \$180,000 grant awarded to GLRPI. Interim Director Snell emphasized that everyone including Commissioners and staff should work together to improve the region.

V. Presentations

A. Annual Report

Nicole Baumer Outreach & Communications Coordinator, made a brief presentation of the 2017 Annual Report. She advised that if anyone wanted the 2017 Annual Report mailed, to please contact her. Coordinator Baumer gave a review of each of the four core programs of TCRPC.

Coordinator Baumer also stated that the 2017 Annual Report will be printed professionally and will be available soon.

B. Recognition of Outgoing Commissioners

Former C/McGrain was presented a plaque and stated that 2017 was one of the best years for TCRPC and thanked former C/Brown Clarke for her excellent job as Chairperson and leading the Executive Committee.

Former C/Yorko could not attend, however former Ch/Brown Clarke stated that former C/Yorko's priorities were walkable and non-motorized trails, parks, etc.

C. Recognition of Outgoing Chair

Former Chair/Brown Clarke was presented with a clock and plaque, and spoke of the past year. Former Chair/Brown Clarke praised the Commissioners on how diverse political parties and different counties and municipalities all came together for the good of Tri-County Regional Planning Commission. She stated that she is looking forward to seeing Tri-County grow in the future.

VI. Recess

Interim Director Snell explained that, according to the Bylaws, the Executive Director assumes the Chair for the election of Officers. There was a brief recess for Commissioners to choose their representatives for the Executive Committee.

VII. Election of 2018 Officers

A. Chairperson - Ingham County

**It was MOVED by C/Banas, SUPPORTED by C/Sebolt, to select C/Shanna Draheim as Chair. MOTION CARRIED UNANIMOUSLY**

B. Vice Chairperson - Clinton County

**It was MOVED by C/Stacey, SUPPORTED by C/Pohl, to select C/Watkins as Vice-Chair. MOTION CARRIED UNANIMOUSLY**

C. Treasurer - Eaton County

**It was MOVED by C/Barnes, SUPPORTED by C/Austin, to select C/Eakins as Treasurer. MOTION CARRIED UNANIMOUSLY**

D. Secretary - City of Lansing

**It was MOVED by C/Washington, SUPPORTED by C/Draheim, to select C/Swope as Secretary. MOTION CARRIED UNANIMOUSLY.**

VIII. New Business

A. Update of Work Groups

Chair/Draheim explained that key administrative matters needed to be addressed: The Bylaws Committee is the only Working Group currently active. Other Working Groups will start meeting in February. Programmatic matters will be started in March, with the Executive Committee and Interim Director Snell doing some fine-tuning.

B. New Chairperson's Remarks

Chair/Draheim thanked outgoing Chair/Brown Clarke, C/McGrain and C/Yorko. C/Draheim stated she had been a Commissioner for 3 years, and she thanked staff for their support. Chair/Draheim stated that 2018 will be another year of change, as TCRPC seeks an Executive Director, and she is optimistic that 2018 will be a great year for TCRPC.

C. 2018 Commission Meeting Schedule

**It was MOVED by C/Swope, SUPPORTED by C/Eakin, to approve the 2018 Commission Meeting Schedule. MOTION CARRIED UNANIMOUSLY**

D. Standing Committees

Interim Director Snell requested that Commissioners sign up with their preferences for Standing Committees and give their forms to Linda. Chair/Draheim and Interim Director Snell will be assigning Commissioners to their groups.

E. 2018 Work Plan

Interim Director Snell explained that this is a core work plan for and by staff and that it will be an action item on the agenda in February.

Interim Director Snell also stated that the Commission will have an orientation for new Commissioners, and he would like all Commissioners to attend if possible. This would ensure that everyone would know what their responsibility is as it pertains to the Commission. The Standing Committees will be a part of orientation, and this would be a good first step.

F. 2018 Operating Policies and Procedures – *(action in February)*

Interim Director Snell advised that the 2018 Operating Policies will be reviewed and adopted in February.

IX. Adjourn

**It was MOTIONED by C/Watkins, SUPPORTED by C/Banas, that the meeting be adjourned. MOTION CARRIED UNANIMOUSLY.**

**Meeting adjourned at 8:10 p.m.**

***The next meeting of the Board of Commissioners will be Wednesday, February 28, 2018 at 7 p.m. at the TCRPC Offices***

## 2018 TCRPC Commission Attendance

Commissioner	Representing	MEETING DATE												
		1/10	1/24	2/28	3/28	4/25	5/23	6/27	7/25	8/22	9/26	10/24	11/28	12/20
Shanna Draheim	City of East Lansing, Ingham County	X	X											
Chris Swope	City of Lansing	X	X											
Robin Lewis	Capital Area Transportation Authority (CATA)													
Peter Spadafore	City of Lansing, Council	X												
Brian T. Jackson	City of Lansing, Council	X	X											
Jody Washington	City of Lansing, Council	X	X											
Dave Pohl	Clinton County Board of Commission	X	X											
Adam Stacey	Clinton County Board of Commission	X	X											
Gail Watkins	Clinton County Road Commission	X	X											
Kenneth Fletcher	Delta Charter Township, Eaton County	X	X											
Christine Barnes	Eaton Area Transit Authority (EATRAN)	X	X											
Kent Austin	Eaton County Board of Commissioners	X	X											
Dorothy E. Maxwell	Eaton County Board of Commissioners	X	X											
Roger A. Eakin	Eaton County Board of Commissioners	X	X											
Ryan Sebolt	Ingham County Board of Commissioners	X	X											
Randy Schafer	Ingham County Board of Commissioners		X											
Teri Banas	Ingham County Road Department	X	X											
Julie Brixie	Meridian Charter Township, Ingham County	X	X											
Denise Jones	Michigan Department of Transportation (MDOT)	X	X											
19	TOTAL	17	17											

Others in attendance

1/10/2018 Dr. Dwight Washington, Ericka Hartigan, Janet Arcuicci

1/24/2018 Rep. Tom Cochran, Jeanne Pearl-Wright, Bob Showers, Kam Washburn, Brian McGrain, Judi Brown Clarke, Dr. Dwight Washington