



## TCRPC BOARD OF COMMISSIONERS PROPOSED MEETING MINUTES

May 23, 2018 (Wednesday) at 6:00 p.m.  
Tri-County Regional Planning Commission

- I. **Call to Order – Pledge of Allegiance – Roll Call**  
Ch/Draheim called the meeting to order at 6:01 p.m.
- II. **Approval of Agenda**  
It was **MOVED** by C/Swope, **SUPPORTED** by C/Pohl, to approve the Agenda as printed. **MOTION CARRIED UNANIMOUSLY.**
- III. **Approval of Minutes of April 25, 2018**  
It was **MOVED** by C/Fletcher, **SUPPORTED** by C/Louney, to approve the meeting minutes from April 25, 2018 as printed. **MOTION CARRIED UNANIMOUSLY.**
- IV. **Opportunity for Public Comment**  
There was no public comment.
- V. **Interim Director's Report**  
Interim Director Snell stated that his report is included in the meeting materials and that a presentation is forth coming. There were no questions for Interim Director Snell.
- VI. **Executive & Personnel Committee Report**
  - A. **Special Advisory Working Group Reports**
    1. Programmatic Working Group  
C/Watkins asked Outreach & Communications Coordinator Baumer to present on the proposed mission statement, committee structure, and organizational chart. Coordinator Baumer guided the Commission through a series of working group observations, recommendations, and accompanying graphics as the presentation worked through each action item. The proposed items were a collaboration between the Programmatic Working Group and the TCRPC Executive Committee.
    - a. Mission Statement  
**It was MOVED** by C/Watkins, **SUPPORTED** by C/Eakin, to adopt Tri-County Regional Planning Commission's mission statement as "*The Tri-County Regional Planning Commission leads innovative public planning for Clinton, Eaton, and Ingham counties to foster prosperity in Mid-Michigan.*" **MOTION CARRIED UNANIMOUSLY.**
    - b. Committee Structure  
After the presentation, there was discussion on the Executive & Personnel Committee and the Community Coordinating Committee (CCC). Concern was voiced over the disbandment of the Transportation Review Committee. It was explained that through the CCC and the expanded Finance Committee, there would be lessened siloes and programs would have more

opportunities to work together. The Finance & Program Review Committee could take on a bigger part of reviewing programs and their viability. C/Jones stated that she agreed to the organization structure but highlighted that the Michigan Department of Transportation and the Federal Highway Administration are looking for opportunities for technical *and* policy discussion surrounding transportation improvement projects. At TCRPC, one opportunity is at the Capital Area Regional Transportation Study (CARTS) technical committee, and the other would now have to be at the TCRPC Board of Commissioners meetings.

Interim Director Snell stated that the CCC is an opportunity to appease federal partners to be all-inclusive and improve conversations from more sources. He also made the recommendation to evaluate the committee structure in a year to assess if it will work for our needs.

Commissioners discussed TCRPC's role in the region and that there is a need to educate the community and other organizations that TCRPC can be a resource and source of meaningful dialogue.

Staff would work with the Executive & Personnel Committee on an implementation timeline for the proposed changes. The timeline would take the next fiscal year and hiring of the Executive Director into consideration.

**It was MOVED by C/Watkins, SUPPORTED by C/Swope to adopt the reconfigured standing committee structure developed by the Programmatic Working Group for Tri-County Regional Planning Commission for programmatic and operational use with review as determined by the Executive Committee. MOTION CARRIED UNANIMOUSLY.**

c. TCRPC Organizational Chart

The Commission discussed the pros and cons of the proposed TCRPC Organizational Chart, including the needs for sustainable leadership and balanced programs. There was also discussion regarding of the timing of the proposed structure with relation to the hiring of a new Executive Director.

C/Maxwell noticed the "Finance & Personnel Coordinator" position on the chart and expressed concern that financial operations and human resources require very different sets of skills. She shared her knowledge of other organizations' models for outsourcing personnel management.

**It was MOVED by C/Stacey, SUPPORTED by C/Eakin, to adopt the TCRPC organizational chart developed by the Programmatic Working Group. MOTION CARRIED UNANIMOUSLY.**

2. Administrative & Executive Staff Functions Working Group

Ch/Draheim stated that the consultant from GovHR is putting together a recruitment brochure for the TCRPC Executive Director position.

- a. Executive Director Position Description  
**It was MOVED by C/Eakin, SUPPORTED by C/Swope, to approve the Tri-County Regional Planning Commission Executive Director Job Description as recommended by the Administrative & Executive Staff Functions Working Group.**

It was clarified that the consultant would not need the approved full position description until later in the recruitment process when potential candidates are interviewed. C/Jones introduced and restated her letter from May 18, 2018 with proposed suggestions. Ch/Draheim stated the timeline is to have a finalized, cleaned up Executive Director Position Description approved at the next TCRPC Board of Commissioners' meeting.

**MOTION AMENDED.**

**It was MOVED by C/Swope, SUPPORTED by C/Eakin, to recommend sending the Tri-County Regional Planning Commission Executive Director Job Description back to the Administrative & Executive Staff Functions Working Group with discussed language, branding, and grammatical edits. MOTION CARRIED UNANIMOUSLY.**

- b. Executive Director's Salary Range  
There was discussion to raise the offer for a highly qualified candidate and possibly to make the offer negotiable with experience. TCRPC does need to budget the salary range but could make a budget amendment if needed.

**It was MOVED by C/Swope, SUPPORTED by C/Pohl to approve the Tri-County Regional Planning Commission Executive Director Salary Range as recommended by the TCRPC Executive Director Search Committee. MOTION CARRIED UNANIMOUSLY.**

- B. Comprehensive Economic Development Strategy Contract Approval  
Planner Elsinga requested approval to select Piper & Gold as the consulting firm to assist with the revision of the TCRPC Comprehensive Economic Development Strategy (CEDS) 5-year Plan. The proposed budget for the plan is \$12,500 with a completion date of September 15, 2018.

**It was MOVED by C/Watkins, SUPPORTED by C/Swope, to approve contract with Piper & Gold to work with TCRPC to develop a vision-based 5-year Comprehensive Economic Development Strategy for the tri-county region. MOTION CARRIED UNANIMOUSLY**

**VII. Standing Committee Reports**

A. Finance Committee

1. April Financial Report

C/Eakin requested that the April 2018 Financial Report be received and placed on file.

**It was MOVED by C/Eakin, SUPPORTED by C/Pohl that the April 2018 Financial Report be approved and placed on file. MOTION CARRIED UNANIMOUSLY.**

**B. Transportation Committee Report**

1. Proposed FY 2017-20 Transportation Improvement Program Amendments  
C/ Fletcher reviewed the proposed amendments with the Commission.

a. MDOT

**It was MOVED by C/Fletcher, SUPPORTED by C/Watkins, to approve the proposed MDOT amendment requests as outlined in the FY 2017-2020 TIP Revision #17 Memorandum, dated April 17, 2018. MOTION CARRIED UNANIMOUSLY.**

b. City of Lansing

**It was MOVED by C/Fletcher, SUPPORTED by C/Louney, to approve the proposed amendment requests as outlined in the FY 2017-2020 TIP Revision #18 Memorandum, dated April 17, 2018. MOTION CARRIED UNANIMOUSLY.**

c. Delhi Township- Safe Routes to School

**It was MOVED by C/Fletcher, SUPPORTED by C/Pohl, to recommend the proposed amendment request as outlined in the FY 2017-2020 TIP Revision #8 Memorandum, dated April 17, 2018 to the TCRPC Board of Commissioners. MOTION CARRIED UNANIMOUSLY**

d. CATA

**It was MOVED by C/Fletcher, SUPPORTED by Ch/Draheim, to recommend the proposed amendment requests as outlined in the FY 2017-2020 TIP Revision #20 Memorandum, dated April 19, 2018 to the TCRPC Board of Commissioners, with any upcoming edits from CATA. MOTION CARRIED UNANIMOUSLY.**

e. EATRAN

**It was MOVED by C/Fletcher, SUPPORTED by C/Watkins, to recommend the proposed amendment request as outlined in the FY 2017-2020 TIP Revision #19 Memorandum, dated April 17, 2018 to the TCRPC Board of Commissioners. MOTION CARRIED UNANIMOUSLY.**

f. City of Mason

**It was C/Fletcher, SUPPORTED by C/Maxwell, to recommend the proposed amendment requests as outlined in the FY 2017-2020 TIP Revision #23 Memorandum, dated April 24, 2018 to the TCRPC Board of Commissioners. MOTION CARRIED UNANIMOUSLY.**

2. **Unified Planning Work Plan (UPWP)**

Interim Director Snell explained that the UPWP highlights the areas of focus that transportation staff will be working on in FY 2019 and the budget reflects the MPO's urban transportation activities.

It was **MOVED** by C/Fletcher, **SUPPORTED** by C/Pohl, to adopt the Tri-County Regional Planning Commission FY 2019 Unified Planning Work Plan as presented. **MOTION CARRIED UNANIMOUSLY.**

3. **Transportation Improvement Program (TIP) and 2040 Metropolitan Transportation Plan (MTP) Performance Measures Language Amendments.**

C/Fletcher reported that the FY 2017 – FY 2020 TIP and 2040 MTP need language to show planning that incorporates performance measures. He requested that the proposed language be amended in to TCRPC's FY 2017 – FY 2020 TIP and 2040 MTP.

It was **MOVED** by C/Fletcher, **SUPPORTED** by C/Jones, to adopt the proposed language amendments to the Tri-County Regional Planning Commission FY 2017 – FY 2020 Transportation Improvement Program and the 2020 Metropolitan Transportation Plan to include the language necessary for Performance Measures. **MOTION CARRIED UNANIMOUSLY.**

VIII. **Commissioner Reports**

A. **Ingham County Parks**  
No report at this time.

B. **Michigan Association of Regions (MAR)**  
C/Pohl stated that MAR would have their annual meeting in June.

C. **Greater Lansing Area Clean Cities (GLACC)**  
Planner Orr stated that GLACC would have an upcoming event in June and will share information with Commissioners.

IX. **Opportunity for Public Comment**

There was no public comment.

X. **Other Business**

A. **MTP Open House Flyer**  
The 2045 MTP Public Forums Flyer was distributed to the Commission, and Commissioners were invited to attend as a part of the ongoing public participation and outreach efforts during the development of the long-range, regional 2045 Metropolitan Transportation Plan.

B. **Regional Library**  
C/Schafer stated there is new library location in Williamston and he applauded the regionalism and collaboration that made it possible.

XI. **Adjourn**

It was **MOVED** by C/Maxwell, **SUPPORTED** by C/Watkins, to adjourn the meeting at 8:02 p.m. **MOTION CARRIED UNANIMOUSLY.**

*The next meeting of the Board of Commissioners is scheduled for  
July 25, 2018 at 6:00 p.m. at the TCRPC office.*

## 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	11/15	12/13
Brian T. Jackson	City of Lansing, Council	X	X	X		X								
Nathan Triplett*	City of Lansing, Capital Area Transportation Authority (CATA)	*	*	X		X	X							
Peter Spadafore	City of Lansing, Council	X		X	X	X								
Chris Swope	City of Lansing	X	X	X	X	X	X							
Jody Washington	City of Lansing, Council	X	X	X	X									
Dave Pohl	Clinton County Board of Commissioners	X	X	X	X	X	X							
Adam Stacey	Clinton County Board of Commissioners	X	X	X	X	X	X							
Gail Watkins	Clinton County Road Commission	X	X	X	X	X	X							
Kent Austin	Eaton County Board of Commissioners	X	X		X	X								
Christine Barnes	Eaton Area Transit Authority (EATRAN)	X	X	X	X	X								
Roger A. Eakin	Eaton County Board of Commissioners	X	X	X	X	X	X							
Kenneth Fletcher	Eaton County, Delta Charter Twp.	X	X	X	X	X	X							
Dorothy E. Maxwell	Eaton County Road Commission	X	X	X	X	X	X							
Dennis Louney***	Ingham County Road Department	X ***	X ***	X ***	X ***	X	X							
Julie Brixie	Ingham County, Meridian Charter Twp.	X	X	X	X	X								
Shanna Draheim	Ingham County, City of East Lansing	X	X	X	X	X	X							
Randy Schafer	Ingham County Board of Commissioners	**	X	X	X	X	X							
Ryan Sebolt	Ingham County Board of Commissioners	X	X	X	X	X								
Denise Jones	Michigan Department of Transportation (MDOT)	X	X	X	X	X	X							
	TOTAL (19)	<b>17</b>	<b>17</b>	<b>18</b>	<b>17</b>	<b>18</b>	<b>12</b>							

### Others in attendance

1/10/2018: Dr. Dwight Washington, Ericka Hartigan, Janet Arcuicci, TCRPC Staff: Linda Thomas-Boyd, Jim Snell, Greg Hoffman, Rachel Elsinga, Andrea Strach

\*\*C/Schafer assumed his seat at the January 24<sup>th</sup> annual meeting.

1/24/2018: Rep. Tom Cochran, Jeanne Pearl-Wright, Bob Showers, Kam Washburn, Brian McGrain, Judi Brown Clarke, Dr. Dwight Washington, TCRPC Staff: Jim Snell, Greg Hoffman, Laura Tschirhart, Nicole Baumer, Ken Hall, Andrea Strach, Rachel Elsinga, Cliff Walls, Jeremy Orr, Linda Thomas-Boyd, Paul Dionne

2/28/2018: Kam Washburn, Ericka Hartigan, Janet Arcuicci, TCRPC Staff: Jim Snell, Greg Hoffman, Laura Tschirhart, Nicole Baumer, Ken Hall, Andrea Strach, Rachel Elsinga, Cliff Walls, Jeremy Orr, Linda Thomas-Boyd

\*Nathan Triplett replaced Robin Lewis as Commissioner/CATA's representative

## 2018 TCRPC Commission Attendance Continued

3/28/2018: Ken Kaltenbach, Coordino Group; Phil Kazmierski, The Mannik & Smith Group; Janet Arcuicci, Ericka Hartigan, CATA; Blake Mulder, Eaton County Board of Commissioners; Vercilla Hart, Citizens to Keep Rives Rural; TCRPC Staff: Jim Snell, Greg Hoffman, Laura Tschirhart, Nicole Baumer, Andrea Strach, Rachel Elsinga, Cliff Walls, and Jeremy Orr.

4/25/2018: Mike Davis, MDOT University Region; Ericka Hartigan, CATA; Vercilla Hart, Lillian Waller, Citizens to Keep Rives Rural; TCRPC Staff: Jim Snell, Greg Hoffman, Laura Tschirhart, Nicole Baumer, Andrea Strach, Cliff Walls, and Jeremy Orr.

\*\*\*Dennis Louney replaced Teri Banas as Commissioner

5/23/2018: Janet Arcuicci, CATA; TCRPC Staff: Jim Snell, Greg Hoffman, Laura Tschirhart, Nicole Baumer, Andrea Strach, Rachel Elsinga, Cliff Walls, and Jeremy Orr.