



TCRPC BOARD OF COMMISSIONERS PROPOSED MEETING MINUTES

June 27, 2018 (Wednesday) at 6 p.m.
Tri-County Regional Planning Commission

- I. **Call to Order – Pledge of Allegiance – Roll Call**
Ch/Draheim called the meeting to order at 6:02 p.m.
- II. **Approval of Agenda**
It was **MOVED** by C/Watkins, **SUPPORTED** by C/Barnes, to approve the Agenda.
MOTION CARRIED UNANIMOUSLY.
- III. **Approval of Minutes**
It was **MOVED** by C/Eakin, **SUPPORTED** by C/Barnes, to approve the meeting minutes from May 23, 2018. **MOTION CARRIED UNANIMOUSLY.**
- IV. **Opportunity for Public Comment**
There was no public comment.
- V. **Communications & Outreach**
Outreach & Communications Coordinator Nicole Baumer gave a brief overview of the various articles, media events, and communications related to Tri-County.
 - A. **Coleman Road Extension, LSJ & Lansing Regional Chamber of Commerce**
Coordinator Baumer informed the Commission that Tri-County was mentioned in the Chamber's press release.

C/Stacey congratulated those who worked on the Coleman Road Extension Project. He acknowledged that it was a huge bipartisan collaboration between Clinton County and the City of East Lansing.
 - B. **The Grand Experience Kickoff, WILX**
Commissioners were directed to the news article in the packets. Coordinator Baumer informed the Board that Economic Development Planner Elsinga spoke at the kickoff's press event downtown at the Lansing riverfront, and the agency's Facebook Live video has been very successful.
 - C. **Opportunity Zone Designations, Greater Lansing Business Monthly**
Commissioners were directed to the article in the packets. Coordinator Baumer informed the Commission that out of the 288 eligible communities nominated for the designation, nine were selected, all of which are in the tri-county region.
 - D. **Moving Mid-Michigan Radio Interview, Business Rap/Michigan ReImagined**
Coordinator Baumer advised the Commissioners that she recently had a 15-minute radio interview with Chris Buck, who is from Meridian Township and very involved in the economic development scene. The interview centered around the 2045 Metropolitan Transportation Plan (Moving Mid-Michigan) and public involvement

opportunities. The interview will be published as a podcast, and was also on Facebook Live. She will inform the Commissioners when it is available.

VI. Interim Director's Report

Interim Executive Director Snell directed the Commissioners to his report in the packet, which focuses on the Coleman Road project. Interim Executive Director Snell stated there has been a lot of positive communication between TCRPC and our regional partners, especially the Chamber of Commerce. Mr. Snell added that efforts to strengthen our regional cooperation, collaboration and speaking as one voice led to Coleman Road getting the attention it had long deserved. Interim Executive Director Snell expressed excitement about the opportunity to work with our community partners as the project is implemented. He indicated that this was non-traditional since usually we have the projects planned before we receive the funding, but TCRPC will be working closely with everyone and Interim Executive Director Snell will provide updates as they are warranted.

Interim Executive Director Snell stated that some of the changes the Commission had approved last month, namely, the new committee structure, are coming into place. He advised the Commissioners that the Programmatic Working Group had a very productive meeting prior to the Board meeting and began addressing personnel and policy matters. The Working Group will meet several more times this month, with the next scheduled time on July 9, 2018, before meeting with the Executive and Personnel Committee prior to the July Commission meeting. At that time, a full presentation will be made. Interim Executive Director Snell emphasized that there is still a lot of work to be done.

C/Sebolt inquired if there would be non-motorized lanes planned for the Coleman Road extension project. Interim Executive Director Snell advised that, although TCRPC doesn't have much authority in the planning and design, it will be imperative to ensure our partners realize the existing intended design; there is already a path under US-127, and a limited study done years ago had two-vehicle lanes and a single non-motorized lane on one side. Interim Executive Director Snell stated that the road is already being used in a non-motorized capacity, and it is essential to make it safer and not take away opportunities for important, multi-modal developments.

VII. Executive & Personnel Committee Report

A. Special Advisory Working Group Reports

1. Administrative & Executive Staff Functions Working Group

a. Executive Director Search Update

Ch/Draheim directed the Commissioners to Page 22 of the meeting packet that outlined the following dates:

Thursday, August 2, 2018 (7:00 a.m.): Search Committee reviews applications and selects candidates for interviews.

Wednesday, August 15, 2018 (TBD): Interviews

Wednesday, August 22, 2018 (5:30 p.m.): Meet the candidates and Commission interviews the candidates. Completes rating sheets for the Search Committee. The Search Committee attends but does not participate. Reception to be held beforehand. Greg Hoffman will coordinate with Ch/Draheim on the reception.

Thursday, August 23, 2018 (TBD): Search Committee selects final candidate based on interviews and Commission input. Makes recommendations to the full Board.

Wednesday, August 29, 2018 (6:00 p.m.): Special Commission meeting to approve selected candidate. Ch/Draheim advised the Commissioners that she has called the Special Meeting and it will be posted and distributed to the Commissioners. The Board of Commissioners will be asked to approve the recommended candidate.

Ch/Draheim informed the Commissioners that a discrepancy had occurred regarding the Executive Director Position Description. The education requirement has historically stated "Master's Degree." However, the consultant's education requirement stated "Bachelor's Degree, Master's Degree preferred," based on discussions with the Search Committee. The Executive and Personnel Committee had decided to direct the Programmatic Work Group to look at the Executive Director Job Description, and review using the language "Master's Degree or combination of a Bachelor's Degree and significant experience."

C/Jackson suggested the education qualification be "Master's Degree preferred." C/ Watkins proposed the "Master's Degree or combination of a Bachelor's Degree and significant experience" language be used. The Programmatic Working Group will propose language to the Executive and Personnel Committee, who will present a formal recommendation at July's Commission meeting.

B. Interim Executive Director Status

Ch/Draheim explained that Interim Executive Director Snell's present appointment as Interim Executive Director ends in two days. The Executive and Personnel Committee approved extending the current appointment to the time when a new Executive Director is seated.

It was MOVED by C/Barnes, SUPPORTED by C/Fletcher, to amend the current appointment with Interim Executive Director Snell and extend it up until a new Executive Director is seated. MOTION CARRIED UNANIMOUSLY.

C. Groundwater Management Board Contract

Jeremy Orr, Environment and Sustainability Planner, summarized his memorandum to the Commission. Ch/Draheim advised the Commissioners that on June 14, 2018, the Executive and Personnel Committee recommended the Commission approve the Groundwater Management Board's selection of OHM Advisors.

It was MOVED by C/Barnes, SUPPORTED by C/Watkins, to approve the Groundwater Management Board (GMB) Wellhead Protection Team's selection of OHM Advisors to develop and present training materials to regional groups and GMB members. MOTION CARRIED UNANIMOUSLY.

VIII. Standing Committee Reports

A. Finance Committee

1. May Financial Report

It was MOVED by C/Austin, SUPPORTED by C/Pohl, to approve the May 2018 Financial Report and place it on file. MOTION CARRIED UNANIMOUSLY.

2. Expenditure Report for May 2018

It was MOVED by C/Barnes, SUPPORTED by C/Maxwell, to approve the May Expenditure Report and place it on file. MOTION CARRIED UNANIMOUSLY.

C/Eakin advised that, upon approval of restructuring the Finance Committee by the Commission at last month's meeting, Interim Executive Director Jim Snell explained the committee's additional responsibilities. C/Eakin also communicated that Interim Executive Director Snell summarized the September Speaker Series event cost; he informed the Commissioners that the \$6,000 funding for the September Speakers Event will come from the Economic Development Administration grant. To offset some of the funding, there will be a registration fee. C/Eakin advised the Commissioners that the \$6,000 expenditure for the September Speaker Series has already been approved by the Finance Committee.

Interim Executive Director Snell added it will be advantageous for TCRPC to be at the forefront of the conversations surrounding emerging autonomous vehicles technology, given Michigan is an international leader in autonomous vehicles and this field is rapidly developing and far-ranging.

B. Resource and Advisory Committee Assignments

1. Preference Form

C/Watkins brought up that some questions had been raised, particularly regarding the CARTS committee, about Commissioners voting. He emphasized that Commissioners are non-voting representatives when attending RAC meetings.

Interim Executive Director Snell stated that the objective of the restructuring is to increase interaction between the Commissioners, the committees, and staff.

Coordinator Baumer explained the groups listed on the Preference Form already exist and will continue to operate as they do now. The only change is the increase in Commissioner involvement. Coordinator Baumer noted that these committees are a smaller time commitment for the Commissioners, especially compared to the previous monthly standing committee meetings, where there was often no action to be taken. Commissioner representatives may make reports at the full Commission meetings on anything they feel is of significance.

Coordinator Baumer noted there were already Commissioners assigned to some committees because of their current involvement in either our programs or the committee process. Commissioners are free to choose to be an alternative. Coordinator Baumer requested that the Preference Forms be filled out and given to staff before they leave the meeting today.

Interim Executive Director Snell stated that even if there was already a representative designated to a committee, Commissioners are welcome to attend the meetings and check the box to receive information. Lots of great things are happening at these committees, and Commissioners will likely have something to contribute.

C/Watkins expressed that there is a lot going on in the region, and if several Commissioners attend a meeting, they can each bring back different perspectives and “nuggets” of information to the full Commission.

Coordinator Baumer explained that staff will be working closely with the Commissioner representatives to ensure they have all the materials they need to report back to the full Commission, even if they cannot attend a meeting. This has been done successfully with the Transportation Review Committee chair in the past. In addition, the Commission packets will contain memos or summaries, and will likely contain less pages.

IX. Commissioner Reports

A. Ingham County Parks & Recreation Commission

There was no report.

B. Michigan Association of Regions (MAR)

C/Pohl stated that he was unable to attend the MAR meeting, however he has been informed that he may have been elected Secretary. He also noted that based on reports from the meeting, Don Stypula, the MAR Director, will be retiring at the end of December. C/Pohl will keep the Commissioners posted of changes.

C. Other Reports

There were no other reports.

X. Opportunity for Public Comment

There was no public comment.

XI. Other Business

Ch/Draheim informed Commissioners that the Michigan Municipal League's Annual Convention is in Grand Rapids from September 20 through 22. The Convention will be held in conjunction with the Michigan Association of Planning. Some of the subjects at the convention include autonomous vehicles, local control, and the environment. In addition, the City of Grand Rapids will be showcased. Ch/Draheim extended an invitation to any Commissioners who would like to attend. Registration is open and is available on the MML's website.

XII. Adjourn

It was MOVED by C/Watkins, SUPPORTED by C/Swope, to adjourn the meeting at 6:32 p.m. MOTION CARRIED UNANIMOUSLY.

***The next meeting of the Board of Commissioners is scheduled for
July 25, 2018 at 6 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		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	X						
Jody Washington	City of Lansing, Council	X	X	X	X									
Dave Pohl	Clinton County Board of Commissioners	X	X	X	X	X	X	X						
Adam Stacey	Clinton County Board of Commissioners	X	X	X	X	X	X	X						
Gail Watkins	Clinton County Road Commission	X	X	X	X	X	X	X						
Kent Austin	Eaton County Board of Commissioners	X	X		X	X		X						
Christine Barnes	Eaton Area Transit Authority (EATRAN)	X	X	X	X	X		X						
Roger A. Eakin	Eaton County Board of Commissioners	X	X	X	X	X	X	X						
Kenneth Fletcher	Eaton County, Delta Charter Twp.	X	X	X	X	X	X	X						
Dorothy E. Maxwell	Eaton County Road Commission	X	X	X	X	X	X	X						
Dennis Louney***	Ingham County Road Department	X	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	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		X						
Denise Jones	Michigan Department of Transportation (MDOT)	X	X	X	X	X	X							
	TOTAL (19)	17	17	18	17	18	12	13						

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 24th 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, The Corradino 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.

6/27/2018: Ericka Hartigan, Janet Arcuicci, CATA; TCRPC Staff: Jim Snell, Greg Hoffman, Jeremy Orr, Nicole Baumer, Andrea Strach, Linda Thomas-Boyd