

MEETING NOTICE

Land Use & Transportation Study Coordinating Group Agenda Subcommittee

Date: Monday, October 23rd, 2006
Time: 9:00 – 10:30 a.m.
Location: Northwest Michigan Council of Governments
2194 Dendrinos Dr.
Traverse City, MI 49684

PROPOSED AGENDA

1. Welcome (9:00 a.m.)
 2. Review September meeting minutes (9:05)
 3. Review proposed agenda (9:10)
 4. Review September Subcommittee minutes for agenda / proposal suggestions (9:15)
 5. Review October 3rd meeting minutes for agenda / proposal suggestions (9:30)
 6. Develop an agenda for November 7th meeting of the Land Use & Transportation Study Coordinating Group (9:45)
 7. New business (10:15)
 8. Public comment (10:25 a.m.)
 9. Adjourn
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This meeting is open to all members of the public under Michigan's Open Meetings Act.

If you are planning to attend and have a disability requiring any special assistance at the meeting, please notify the Northwest Michigan Council of Governments, Matt McCauley at 231-929-5061 or by e-mail at mmccaule@nwm.cog.mi.us.

**Land Use and Transportation Study Coordinating Group
Agenda Subcommittee
DRAFT Meeting Minutes
September 21, 2006**

Members Present

Jim Lagowski
John Nelson
Andy Knott
Jim Lively

Guests Present

Dennis Aloia
Matt Skeels
Bob Carstens

Facilitators Present

Wanda Joseph
Tina Allen

Staff Present

Matt McCauley

1. Welcome (9:00 a.m.)

The facilitators welcomed everyone and explained the meeting's agenda.

2. Review August meeting minutes (9:05)

The August meeting minutes were reviewed and no changes were made.

3. Review proposed agenda (9:10)

The agenda was reviewed and no changes were made. Staff asked the group to reference the e-mail from S. Bornschein regarding the possibility of a Rotary Charities presentation at the next LUTS meeting. The facilitators asked for agenda item 5a to be removed and for it to be part of a larger exercise to develop principles surrounding the future role of LUTS. The group consented.

4. Review September Subcommittee minutes/reports for agenda and proposal suggestions (9:15)

J. Nelson suggested that a report of the meeting with the Record Eagle editorial board be added to next month's agenda. The group consented.

Staff suggested that a report on the LUTS marketing plan and the speakers bureau activities. The group consented.

5. Review September Coordinating Group meeting minutes for agenda and proposal suggestions (9:25)

a. Discuss the possibility of a joint meeting between TC-TALUS and LUTS regarding roles and responsibilities-Discuss the future roles and responsibilities of LUTS

The facilitators asked for the group to review the facilitator notes from September's meeting minutes for commonalities regarding the future roles and responsibilities of the LUTS group. D. Aloia discussed the original organizational chart of the process. He also stated that there is a distinction between the project and the process. J. Lagowski agreed. A. Knott agreed that the project management needs to be distinct, but LUTS should remain as caretakers to ensure the consultant remains on track throughout the study.

J. Nelson stated that he believes that the project is not a TC-TALUS project. He stated that the project is a community project, with TC-TALUS acting as the fiduciary agent. J. Nelson suggested that LUTS and TALUS members meet to discuss. He expressed that he believes that the future role of the LUTS should be as a partner to TALUS. J. Lagowski stated that TALUS needs to be the project administrator and distinct to LUTS. D. Aloia stated that he doesn't foresee TALUS as the lone administrator and that LUTS needs to be involved. J. Lively stated that in order for the community to buy into the results, the project needs to have LUTS involvement. J. Lagowski agreed and suggested that TALUS take a role in creating a larger stakeholder group- including LUTS.

J. Lively stated that management of LUTS should also be considered because some of the membership expressed concern with the group's involvement past the consultant hiring. D. Aloia stated that such feeling might be best observed with attendance to recent LUTS meetings. He suggested that quarterly meetings might be appropriate during the study process and proceed to monthly meetings again as implementation draws near. J. Lagowski stated that LUTS needs a direct line of communication to the project manager. J. Lively suggested that the consultant meet with LUTS initially to clearly define roles and the scope of work. J. Nelson agreed.

J. Nelson suggested that LUTS meeting quarterly to discuss the progress of the study and that the LUTS group advises TALUS on progress with status and or recommendations. J. Lively expressed that the LUTS group look at the limits of what can be done within the bounds of the RFP and seek ways towards implementation and he suggested that LUTS meet bi-monthly..

J. Lagowski asked for LUTS to assume a leadership role to coordinate a larger stakeholder group to the study process. J. Nelson agreed and suggested that the role of LUTS should be to assist the consultant to identify and recruit stakeholders. D. Aloia also agreed, but emphasized that the role of LUTS is finite. J. Lively stated that implementation oversight could continue indefinitely.

Addressing the much of the discussion the group consented on the following proposals to be made at the Oct. 3 meeting of the LUTS group:

Proposal:

- 1. TC-TALUS and LUTS jointly meet with the hired consultant to clarify the scope of work for the Grand Traverse Area Land Use & Transportation Study.*
- 2. Beginning in November 2006, the LUTS group meets bi-monthly to discuss study process and provide any necessary recommendations to the TC-TALUS Board.*
- 3. LUTS partners with the consultant to identify and engage project stakeholders during the study process.*

4. *LUTS continue to look beyond the scope of work to identify additional projects that might be relevant to the study process and to acquire the funding necessary to implement such projects.*
5. *LUTS be accountable for implementation by engaging local decision-makers during the study process.*

J. Lively also asked for the larger group to discuss attendance and accountability issues. He added that the appointment and replacement process be discussed. The group consented that such discussion should be an agenda item.

J. Lively also suggested that the TC-TALUS Steering Committee name be changed to Project Administration Team and discussed some suggestions regarding the composition. Addressing the much of the discussion the group consented on the following proposals to be made at the Oct. 3 meeting of the LUTS group:

Proposal:

It is proposed that in response to TC-TALUS's request to the Land Use and Transportation Committee on 9/5/06 to form a Steering Committee for the purpose of project management that a "Project Administration Team" be formed comprised of 3 individuals with LUTS and TALUS membership, 2 sole LUTS members, and 2 sole TALUS members. The Project Administration Team will provide oversight to the day-to-day operations of the project study and will allow for project management decisions by a small group of people rather than one individual.

It was the wish of the Agenda Subcommittee that initial membership to the Project Administration Team is on a volunteer basis.

6. Develop an agenda for October 3rd meeting of the Land Use & Transportation Study Coordinating Group (10:00)

The group discussed and developed an agenda for October 3, 2006 meeting of the Land Use & Transportation Coordinating Group.

7. New business (10:20)

No new business discussed.

8. Public comment (10:25 a.m.)

No public comment presented.

The meeting was adjourned @ 10:44 a.m.