

# MEETING NOTICE

## Land Use & Transportation Study Coordinating Group Agenda Subcommittee

**Date:** Thursday, September 21, 2006  
**Time:** 9:00 – 10:30 a.m.  
**Location:** Northwest Michigan Council of Governments  
Meeting Room  
2194 Dendrinos Dr.  
Traverse City, MI 49684

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### PROPOSED AGENDA

1. Welcome (9:00 a.m.)
  2. Review August meeting minutes (9:05)
  3. Review proposed agenda (9:10)
  4. Review September Subcommittee minutes/reports for agenda and proposal suggestions (9:15)
  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
    - b. Discuss nominations for study Steering Committee as per TC-TALUS request
    - c. Discuss LUTS attendance
  6. Develop an agenda for October 3<sup>rd</sup> meeting of the Land Use & Transportation Study Coordinating Group (10:00)
  7. New business (10:20)
  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, Megan Olds at 231-929-5034 or by e-mail at [molds@nwm.cog.mi.us](mailto:molds@nwm.cog.mi.us).

# Land Use and Transportation Coordinating Group

## Agenda Subcommittee

### DRAFT Meeting Minutes

August 24, 2006

9:00 a.m. – 10:30 a.m.

#### Members Present

Andy Knott

Jim Lively

Ken Smith

#### Guests Present

Bob Carstens

#### Facilitators Present

Tina Allen

Tom Shea

#### Staff Present

Patty O'Donnell

1. The meeting began at 9:05 a.m. with welcome and introductions.
2. The minutes of the June meeting were not available for review.
3. The agenda was reviewed. No changes were made.
4. The July and August Communications Subcommittee minutes were reviewed for agenda and proposal suggestions. Discussion followed regarding the work being done regarding the development of a logo and new name for branding. There are three samples for a logo but no new name suggested yet. The Communications subcommittee stated that they are not ready to bring final ideas to the full Committee yet, probably in October. The subcommittee discussed options to address potential conflict of interest issues. J. Lively offered to discuss options to avoid conflicts of interest with members of the communications subcommittee.  
  
J. Lively had a conversation with Mike Tyre, editor for the *Traverse City Record Eagle* about the Group and the work they have accomplished. M. Tyre suggested that the Coordinating Group could write a Forum article for better coverage. J. Lively suggested that the Coordinating Group have a conversation with the Record Eagle's editorial board.
5. The July Coordinating Group meeting minutes were reviewed for agenda and proposal suggestions. There was discussion on the Request for Proposals selection and interview process.

**Proposal: K. Smith suggested that a proposal be made to the full Coordinating Group to convene the Selection Committee to review and recommend the issue of legal procedures for the interview process.**

Dennis Aloia, Richard Lewis, Dave Langhorst and Susan Richardson should be consulted. K. Smith suggested that meetings of the Selection Committee should be facilitated by the consensus business.

#### **Additional Agenda Items:**

##### **Reports:**

- a. **Communications**
- b. **Request for Proposals Update**
- c. **Funding/Memorandum of Understandings**
- d. **Speakers Bureau/Stakeholders Group**

6. T. Shea led the discussion regarding the role of LUTS in the future. K. Smith handed distributed a memorandum from Matt Skeels to the TC-TALUS Board of Directors regarding the development of a LUTS Study Steering Committee and the Summary diagram of the LUTS structure flow chart. Discussion followed regarding the future role of LUTS, the relationship to TC-TALUS, and the creation of another committee.

**Proposal: Discussion of the oversight of the contractors; the role of LUTS and TC-TALUS; the definition of the LUTS work in the Request for Proposals.**

T. Shea stated that reflections of the facilitators shows that the LUTS group has really grown. He asked if the consensus process has taken care of all the concerns and the committee members said yes it has. There is still tension regarding the role of the LUTS and TC-TALUS. T. Shea read from the Consensus Training Manual, "Heirachy is hard if the group is not part of a larger group that does not follow consensus. The external group, TC-TALUS is a voting body and the LUTS is by consensus.

K. Smith stated that the LUTS was formed to be the guardian of the process and TC-TALUS is trying to change the process. The LUTS role is not complete with the release of the Request for Proposal that there is lots of work to do. Discussion followed regarding the Federal Highway Administration funding and MDOT contract. J. Lively would like to develop a role for the LUTS outside of the MDOT contract requirements.

**Proposal: Hold a brainstorming activity at the September Coordinating Group meeting regarding to discuss the of role of LUTS coordinating group in oversight of consultant as guardians of the process and what do we (LUTS) envision as our role outside the constraints of the Federal contract. A circle discussion will be set up by inviting Janet Wolf, Ginny Coulter/Jim Lagowski, Jim Lively, Rise Rasch, and Doug Luciani to participate with input from other Committee members and guests.**

A product will be developed and translated into a statement/presentation that can be taken to TC-TALUS, MDOT, the *Traverse City Record Eagle* Editorial Board, and utilize for press releases.

**Proposal: A. Knott suggested LUTS members talk to each of the County Boards in the study area by October utilizing the same process as with the Township presentations.**

7. T. Shea distributed copies of the sample visual preference survey from Charlevoix County.

8. T. Allen went over the draft agenda for the September 5<sup>th</sup> meeting of the Land Use and Transportation Study Coordinating Group.

9. K. Smith suggested that a response be given to Jim Lagowski regarding the TC-TALUS development of a LUTS Study Steering Committee and the structure of the study.

10. There were no public comments.

11. The meeting was adjourned at 11:30 a.m.

Respectfully submitted by Patty O'Donnell.

**Land Use & Transportation Study Coordinating Group  
Communications Subcommittee**  
DRAFT meeting minutes  
September 13, 2006

Members present

Janet Wolf  
Ginny Coulter  
Jim Lively

Public present

None

Staff present

Matt McCauley

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**1. Welcome**

M. McCauley welcomed everyone and explained the meeting agenda.

**2. Review proposed agenda**

J. Lively asked for the addition of agenda item “Surrounding County Speaker’s Bureau” at the beginning of the agenda. The group consented to the request.

**3. Review minutes from previous meeting**

The group requested that it be noted that while the use of e-mail for discussion purposes was mentioned in the August meeting minutes, staff advised group members following the meeting that email use between group members cannot be used as a discussion forum in lieu of a public meeting. Group members asserted that their intention to communicate via e-mail was for the sole purpose of reviewing information and that no deliberations or decisions would have been made. Regardless, the group reported, no e-mail discussions occurred.

**4. Surrounding County Speaker’s Bureau**

Discussion regarding who would be appropriate to attend October meetings of Antrim, Benzie, Leelanau, Kalkaska, and Wexford Counties to explain the group’s progress.

J. Lively asked for the group to decide who might be best suited to address the Board of Commissioners in each of the surrounding counties. He stated that W. Schmidt and D. Aloia might be best suited for each county visit and also suggested that W. Studley (Antrim & Kalkaska), L. Forwerck (Wexford), D. Luciani (All) be asked to participate, too.

J. Wolf asked for the Fact Sheet and a deliverables list be updated for the use of the Speaker’s Bureau. She also asked for a statement of justification for the cost of the study. J. Wolf asked for staff to record comments to the LUTS presentation.

J. Wolf suggested that TC-TALUS representatives should also attend. She suggested J. Lagowski and M. Skeels.

J. Lively suggested that history, creation of the group, TC-TALUS involvement, deliverables, and “what’s next?” be components of the Fact Sheet. He also mentioned that the respective LUTS members be made aware of the county visits.

**5. Discuss LUTS Group's communications strategy with Knorr Marketing  
(continuation of 7/24/06 agenda item)**

G. Coulter suggested that potential branding strategies be tabled until a consultant is hired. J. Wolf agreed.

J. Wolf expressed concern that more individuals be involved with the discussion. G. Coulter agreed.

J. Lively stated that it would be ideal to have a marketing strategy in place to better introduce the process.

The group consented to not continue discussion about specific branding strategies until a consultant is hired, so as to have their input.

**6. Nominate LUTS members to meet with Record Eagle Editorial Board**

J. Wolf suggested that a Record Eagle Forum be written after LUTS meets with their editorial board. G. Coulter suggested that it be written after the winning consultant is notified. She suggested that the nominated members meet prior to the editorial board meeting.

J. Lively asked for staff to schedule the meeting and that M. Olds, J. Wolf, J. Nelson, J. Lagowski be invited to attend. The group consented.

**7. New business**

None.

**8. Public comment**

None.

**Meeting was adjourned at 5:10 p.m.**

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