

MEETING NOTICE

Land Use & Transportation Study Coordinating Group Agenda Subcommittee

Date: Thursday, February 22, 2007
Time: 8:30 – 10:00 a.m.
Location: Northwest Michigan Council of Governments
2194 Dendrinos Dr.
Traverse City, MI 49684

PROPOSED AGENDA

1. Welcome (8:30a.m.)
 2. Review December 2006 meeting minutes (8:35)
 3. Review proposed agenda (8:40)
 4. Review Subcommittee minutes for agenda / proposal suggestions (8:45)
 5. Review January 9, 2007 meeting minutes for agenda / proposal suggestions (8:50)
 6. Develop an agenda March 6, 2007 meeting of the Land Use & Transportation Study Coordinating Group (9:15)
 7. New business (9:45)
 8. Public comment (9:55 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

December 21, 2006

Members Present

Jim Lively
John Nelson
Andy Knott
Jim Lagowski
Virginia Coulter

Facilitators Present

Linda Racine
Tina Allen

Staff Present

Matt Skeels
Megan Olds

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1. The meeting began at 9:00 A.M.
 2. The October agenda meeting minutes were reviewed and consensus was reached.
 3. The agenda was reviewed and consensus was reached. V. Coulter felt that she wanted to discuss the issue of not having administrative services/communication services for LUTS provided by NWMCOG once the contract with the consultant was signed, since FWA funds are not eligible to cover these costs at that point. This issue was added to the agenda, prior to item #6.
 4. Subcommittee meeting minutes and proposals were reviewed. The proposal guidelines (per a handout distributed at the meeting) which were developed by the membership subcommittee were reviewed and discussed. Regarding the proposal from the committee, V. Coulter felt that the #5 should be removed since it dealt with agenda development, not guidelines for membership. There was consensus that this could be viewed as a recommendation to the agenda committee, rather than a guideline for membership. V. Coulter asked for clarification at the meeting regarding the process for recommendation a replacement. J. Lively will present the proposal at the LUTS meeting.

Funding issues were reviewed. A proposal was made. M. Skeels reported that the proposal was to maintain the status quo regarding where the existing funding was being held until the scope of work was finalized and a contract was signed. Once the contract was signed, this arrangement might be reconsidered. T. Allen suggested addressing this as a report rather than a proposal, since it is maintaining the status quo. Or the proposal could be to review and reconsider this issue after the contract is signed. The group agreed that this should be a report and proposal. J. Nelson will give the report at the LUTS meeting.

J. Lagowski proposed that the LUTS Group develop a list of stakeholders that could be engaged in the study process. J. Nelson felt that it would be helpful to collect existing lists, and that staff could do this. M. Olds said that the bigger challenge – other than identifying stakeholders – was to get their addresses and email addresses in order to communicate with them about the process. M. Skeels said that the list could be used to identify a cross-section who could be interviewed by the consultant for the Stakeholder Interviews. V. Coulter said that perhaps focus group meetings could be held as well. The group agreed that the goal was to engage people early and often. J. Nelson suggested reviewing the list was the consultant's job. V. Coulter agreed with M. Olds that securing contact information. The group felt that review of the lists was important. M. Olds suggested that this would be an appropriate task for the Communications Subcommittee.

The issue of LUTS staffing and lack of financial support for that staffing once the contract was signed was discussed. M. Skeels indicated that MDOT has not seen the value in funding staffing for the LUTS Group once the contract is signed, that it duplicates the funding for the consultant. They reiterated this at a recent TC-TALUS Board meeting. M. Skeels said that it not TC-TALUS's interest to cut funding off from the LUTS Group – that it is a use of federal funds issue. M. Skeels said that he believes that TC-TALUS has agreed to work with the LUTS Group as a sounding board, as a recommending body, and almost as a de facto committee. V. Coulter said that the LUTS Group agreed to re-address the subcommittee issue after nine months. She asked if there were an opportunity to revisit this even though it has not been nine months. She talked about LUTS Group's value in the process. M. Skeels clarified that MDOT officials do not see the rationale for continuing to fund the LUTS Group to work on activities. Options that were discussed included:

- Having funding come directly to NWMCOG
- Asking the County to fund the staffing support
- Asking local groups to help with funding
- Asking TC-TALUS Board to consider LUTS as an advisory Board

M. Olds said that she believed that the underlying concern was the limitation of the federal dollars. V. Coulter said that there might be an opportunity with the TC-TALUS Board to validate the LUTS Group's role in stakeholder engagement. J. Lagowski asked if LUTS would accept the "assignment" to engage stakeholders. J. Nelson said it was part of the Group's charge and that direction would be given from TC-TALUS. M. Skeels said that the Group's input as advisors to the process needed to be clarified as well. M. Skeels asked if this be referred to staff. T. Allen asked if this could be added as a staffing report item to the agenda. J. Lively asked if it would be helpful to meet with local MDOT staff to discuss this issue – perhaps with the Funding Committee and staff. Committee members agreed that this should occur. A proposal was made to direct the Funding Committee to meet with staff and MDOT officials to explore ways to continue staffing the LUTS Group. Members discussed this importance of LUTS as an independent body. M. Skeels will make the report. V. Coulter will present the proposal.

5. The October meeting minutes were reviewed.

6. The agenda for the January 9th meeting was discussed and set.

In addition to the items above, the A report from the consultant selection committee was discussed. M. Skeels will give the report.

A report on the status of the Project Administration Team was discussed. M. Skeels will give the report.

J. Nelson will give a report on the Natural Features Inventory report.

J. Lively will give a Communications Subcommittee report.

A membership report will be given by D. Aloia.

A proposal regarding the 2007 schedule was made and consented to: That the LUTS Group and TC-TALUS meet on the same date and location, every other month, with independent meetings held back-to-back, and with a joint meeting with the consultant to receive progress reports. The schedule is to be determined by the TC-TALUS Board, with the suggestion that the proposed LUTS schedule for 2007 be considered as the meeting schedule. V. Coulter will make the proposal.

7. New business

No new business items were discussed.

8. Public comment

There were no public comments.

9. The meeting adjourned at 10:55 a.m.

Grand Traverse Area Land Use and Transportation Study

Coordinating Group

DRAFT Meeting Minutes

January 9, 2007

Members Present

Sally Erickson-Bornschein
Virginia Coulter
Gary Derrigan
Kathleen Guy
Mary Gillis (per Jay Hooper)
Ken Kleinrichert
Glen Lile
Jim Lively
Doug Luciani
John Nelson
Bob Otwell
Rise Rasch
Sheridan Rhoads
Mark Roper
Amanda Schlagel
Derith Smith
Ken Smith
Linda Smyka
Mary Tonneberger
Janet Wolf

Public Present (from sign-in sheet)

Richard Lewis
Chris Maxbauer
Tom Emling
Dennis Aloia
Bob Carstens
Sharon Wise

Facilitators Present

Tina Allen
Linda Racine

Staff Present

Matt McCauley
Matt Skeels

1. Welcome, Introductions, & Facilitator Comments

L. Racine welcomed everyone and explained the agenda. She also introduced Mary Gillis sitting in for Jay Hooper.

2. Review Proposed Agenda

J. Nelson asked for J. Lively to report on the Funding Subcommittee in his stead. The proposed agenda was reviewed and consented to.

3. Review November 2006 Meeting Minutes

The November 2006 meeting minutes were reviewed and consented to.

4. Consultant selection update

M. Skeels discussed the progress of Mead & Hunt's cost proposal update due 1/10/06. J. Lively asked if there will be a Consultant Selection Committee meeting shortly thereafter. M. Skeels agreed and stated that he would expect such a meeting later in the month. K. Smith asked for the Consultant Selection Committee to be tentatively scheduled. M. Skeels agreed.

5. Natural Features Inventory workshop report

J. Nelson discussed the recent Natural Features Inventory and stated it success. He also thanked the organizers and participants of the event.

6. Project Administration report

M. Skeels discussed TALUS' and LUTS' joint proposal regarding a Project Administration Team. He stated that appointment should be finalized soon. K. Smith asked for clarification on the composition of the team. M. Skeels stated that the Project Administration Team will include:

- K. Smith
- W. Schmidt
- D. Smith
- J. Wolf
- TALUS Tech Committee member
- TALUS Board member (2)

7. Communications Subcommittee report and solicitation of feedback

J. Lively stated that the work of LUTS moving forward will be in effectively communicating and engaging stakeholders. He discussed possible methodologies. J. Lively distributed a handout explaining some of the communications (including Michigan Land Use Institute) to date. He also stated some of the difficulties in planning a kick-off event prior to hiring the consultant. J. Lively discussed the possible timeline for communication activities after the consultant is hired. He also stated the importance of scheduling a joint TALUS and LUTS meeting immediately after a contract is agreed to. J. Lively also discussed the importance of involving the surrounding counties as communication activities move forward.

J. Nelson asked for a progress report regarding meeting with the RE Editorial Board and the authoring of the "Forum" piece. J. Wolf stated that she is currently working on such a document and it would be released concurrently with the announcement of a finalized contract. K. Smith expressed concern with the timing of meeting with the RE Editorial Board. He expressed that an earlier meeting would be more appropriate. S. Bornschein also expressed concern and **proposed a meeting with the Record Eagle Editorial Board prior to the next LUTS meeting.** *Consensus.* K. Kleinrichert stated concern that a message may not be consistent with the consultant's intention. K. Smith stated that such a meeting would not conflict. L. Smyka agreed and expressed that there should be many future meetings with the RE Editorial Board. J. Nelson agreed. K. Guy stated the importance of communicating a clear, consistent message to everyone, including:

- Open and transparent
- Community-led, leading to a plan

V. Coulter expressed that she is hopeful that the media embraces the idea of the project. K. Guy asked to approach all other media outlets, too. D. Smith agreed and stated the importance of not concentrating all communication efforts in one place.

8. Membership update

D. Aloia announced some of the current vacancies on the LUTS Board, including:

- P. Pahl
- Knott
- W. Studley

He also discussed that Grand Traverse County has approached the appropriate agencies / units of government regarding replacements.

9. Review proposal to adopt membership guidelines

J. Livley stated the proposals regarding future LUTS membership guidelines.

Proposal 1: That the Land Use & Transportation Group not expand its current membership, based on its current purpose of engaging public to the study process, not to the LUTS process.

Proposal 2: That the Land Use & Transportation Group members provide a statement of recommitment of their individual participation through 2008. A written commitment must be received by staff no later than the March 2007 meeting of the LUTS Group.

Proposal 3: In the case of LUTS membership that wishes to resign their position, that the Land Use & Transportation Group allow for a replacement recommendation of existing individuals by the agency or organization represented. Citizen at large membership will remain the responsibility of Grand Traverse County. (add) All requests for new membership will be made on behalf and approved by Grand Traverse County.

Proposal 4: That new Land Use & Transportation Group membership be given materials relevant to the process, including the consensus handbook, LUTS Fact Sheet, Grand Traverse Land Use and Transportation Study RFP, LUTS meeting schedule, and website information. Additionally, it is proposed the Agenda Subcommittee meet with new membership prior to their first full LUTS meeting.

Proposal 5: That at every Land Use & Transportation Group meeting, breakout sessions will occur to share membership experiences regarding individual community engagement activities.

Consensus on all five proposals with additions.

10. Report regarding LUTS staffing

M. Skeels discussed the role of NWMCOG as staff to LUTS. He also discussed the hierarchy of the funding to support current funding of the NWMCOG. M. Skeels stated that MDOT has expressed that LUTS might be duplicative of TALUS and the consultant's work moving forward and have considered not funding the staffing of LUTS.

V. Coulter discussed the link between TALUS and LUTS. She also stated the proposal:

That the Funding Subcommittee to meet with staff and MDOT officials to explore ways to continue staffing the LUTS Group.

Consensus.

S. Bornschein asked if it was time for LUTS to reconsider being a TALUS Subcommittee. K. Smith stated to only move forward with the proposal first. The following members agreed to attend the next Funding Subcommittee:

- J. Wolf
- S. Bornschein
- D. Luciani
- M. Tonneberger

It was agreed upon that MDOT staff availability will be determined before scheduling a meeting date.

11. Funding Committee report and proposal review

J. Lively stated the proposal:

The group consented that there is not an immediate need to move funds from the TC Chamber Foundation to the TALUS project matching fund, until a finalized full scope of work is provided. At that time, the Funding Subcommittee will reconsider the issue.

Consensus

12. Review 2007 meeting schedule proposal

V. Coulter stated the proposal

That the LUTS Group and TC-TALUS meet on the same date and location, every other month, with independent meetings held back-to-back, and with a joint meeting with the consultant to receive progress reports. The schedule is to be determined by the TC-TALUS Board, with the suggestion that the proposed LUTS schedule for 2007 be considered as the meeting schedule.

Consensus.

The group discussed some of the potential difficulties from a TALUS perspective with the proposal.

13. New Business

No new business was stated.

14. Announcements

M. Gillis stated the date of a roundabout workshop on 1/30/07, sponsored by the Grand Traverse Road Commission.

J. Lively stated some of the recent MLUI activities, including communications regarding similar activities to the Land Use and Transportation Study in the nation.

R. Lewis stated that on 1/25/07 meeting of "Your Bay, Your Say." This meeting will begin at 7 p.m. @ the NMC Hagerty Center.

S. Bornschein stated the importance of including smaller land use and transportation activities into the LUTS process. K. Smith agreed. R. Rasch stated that TALUS may be a more appropriate forum for such discussion, due to their existing role as a transportation agency.

15. Meeting Evaluation

The group discussed the efficiency and effectiveness of the day's meeting.

16. Set Subcommittee Meeting Times

Staff set the following meeting times:

- Funding Subcommittee (TBD)
- Communications Subcommittee: 2/7/07, 3 p.m. @ NWMCOG Offices
- Consultant Selection Committee (tentative): 1/23/07, 9:00 @ NMC University Center, Rm. 219
- Agenda Subcommittee: 2/22/07, 8:30 a.m. @ NWMCOG Offices

17. Public Comment

No public comment was given.

This meeting was adjourned at 3:29 p.m.

Minutes respectfully submitted by M. McCauley, NWMCOG on January 10, 2007.