

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.