

# Grand Traverse Area Land Use and Transportation Study

## Coordinating Group

### DRAFT Meeting Minutes

November 7, 2006

#### Members Present

Sally Erickson-Bornschein  
Virginia Coulter  
Joe DeKoning  
Gary Derrigan  
Linda Forwerck  
Kathleen Guy  
Heather Harris-Brady  
Jay Hooper  
Ken Kleinrichert  
Andy Knott  
Bill Kurtz  
Jim Lagowski  
Glen Lile  
Jim Lively  
John Nelson  
Bob Otwell  
Sheridan Rhoads  
Amanda Schlagel  
Derith Smith  
Linda Smyka  
Warren Studley  
Mary Tonneberger  
Janet Wolf

#### Public Present (from sign-in sheet)

Richard Lewis  
Nels Veliquette  
Dennis Aloia  
Bob Carstens

#### Facilitators Present

Tina Allen  
Gerry Sell

#### Staff Present

Megan Olds

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1. The meeting began at 2:00PM. G. Sell welcomed everyone to the meeting. Brief facilitator comments were shared.
  2. The proposed agenda was reviewed. Under the consultant selection report, there was a recommendation to add an opportunity for comments from the recommended consultant, once the recommendation had been approved. The agenda, with changes, was consented to.
  3. The minutes from the October 3<sup>rd</sup> meeting were reviewed. A minor correction was made – item 5A, end of the first sentence, there was a suggestion to delete “he.” The minutes, with changes, were accepted by consensus.
  4. Consultant Selection Report and Recommendation
    - A. M. Skeels reviewed the process history. He congratulated the Consultant Selection Committee for their work.
    - B. J. Lagowski asked the Consultant Selection Committee members to stand, as well as the alternate. He reported that the team unanimously recommended Mead and Hunt as the consultant. **He asked that the LUTS Group approve the proposal to recommend Mead and Hunt as the consultant for the study to the TC-TALUS Board.** K. Guy asked why the team felt that Mead and Hunt was a decisive winner. J. Lagowski said that the report (consultant selection committee minutes) demonstrate higher scores for Mead and Hunt, and that their lead was stronger after the interview process. B. Otwell said that the process – including eight different people on the selection committee – was a benefit. He said that it was amazing how on target the individuals on the committee were with their desires for a consultant. He said that there was unanimous strong support for the recommended team. There were no concerns. **This proposal was consented to.** D. Christianson, the Mead and Hunt Project Manager, shared brief comments and said that he was looking forward to working on the project. A. Knott asked

about the timeline for signing the contract. J. Lagowski said that the TC-TALUS Board will be proceeding, assuming the recommendation is approved. He said that M. Skeels would open the bid envelope and be working, perhaps with the Consultant Selection Committee, to begin to contract process. He said that he hoped that the contract would be approved before the end of the year. He reported that the project authorization for the funding (which is passed through MDOT) would need to go through their Administrative Board in December.

#### 5. LUTS Membership Discussion

J. Lively reported that the continuation of the group has been discussed at previous meetings. He said that four questions need to be addressed:

- How to replace someone who chooses to leave the group?
- How will we orient new members?
- What should the expectations for attendance be?
- How will we pro-actively retain members?

He suggested that a committee be formed to address these questions and come up with a recommendation. He asked for volunteers. J. Wolf, K. Guy, L. Forwerck, D. Aloia (ex-officio) offered to meet once to work on this.

#### 6. LUTS Funding Discussion

B. Otwell discussed the “temporary” storage of funding from the non-profits groups at the Chamber. He said that he would like to see TART’s funds put into the same match pot as the local units of government. He asked what the other funds from non-profits would be used for. He proposed that the funds placed in the Chamber account by the non-profit groups would be converted to be used as match for the federal funds. W. Studley said that he wanted to make sure that all parties were recognized for their contribution. M. Skeels explained that right now there are two separate funds – one held by TC-TALUS and one held by the Chamber Foundation. He said that the funding held by the Chamber Foundation was intended to be used as match for the federal funds or for project elements that the federal funding would not allow. He said that everything in the RFP is reimbursable under the federal grant. He clarified that the transfer would be moving funding from the Chamber Foundation to TC-TALUS. J. Wolf recommended that the Funding Committee review this issue. She said that there may be a need for a separate pot of funding down the road. J. Lagowski said that the current local contributions held by TC-TALUS will cover the 20% match. He agreed that the Funding Committee could address this. J. Lively said that he agreed that resolution about the funds use was necessary. He said that is nice to have the flexibility of a separate pot of money. V. Coulter said that she agreed that the Funding Committee should review and discuss this issue, and that the letter that was sent out to donating groups should be reviewed. B. Otwell said that it might be premature for the Funding Committee to meet since there seem to be open questions still remaining. **V. Coulter proposed that the Funding Committee meet before January to discuss what could happen with the funds.** H. Harris-Brady suggested that the Funding Committee meet after the MDOT Administrative Board meeting on December 19<sup>th</sup>. So, the committee would need to meet between then and January 9<sup>th</sup>. No concerns were addressed. **The proposal was accepted by consensus.**

#### 7. Project Administration Team proposal

J. Lagowski read the proposal to develop a Project Administration Team. J. Lively stressed that the use of the consensus model was an important part of the discussion at the agenda subcommittee meeting when this issue was reviewed. Erickson-Bornschein asked if there was a joint member who would volunteer for the last slot. J. Wolf volunteered. One concern was shared: John Nelson said that he wanted to clarify that no scope of work decisions would be made by the committee. This was verified. There were no further concerns. **The proposal was consented to as submitted. S. Erickson-Borschein proposed that J. Wolf serve as the joint TC-TALUS/LUTS member. This proposal was accepted by consensus.** J. Nelson asked that the team be given their charge in writing at their first meeting. J. Lagowski directed M. Skeels to complete this action.

#### 8. Communications Strategy Discussion

J. Lively introduced the discussion about the Group’s role in the planning process. He talked about strengthening the communications of the Group, and the need to recognize the work that now needed to occur. He distributed a handout for discussion. He mentioned that the Group’s public profile is pretty low. He said that representatives from the Group would be meeting with the Record-Eagle. He shared some options for next steps. He suggested

that the Communications Subcommittee meet prior to December 19<sup>th</sup>, and invited the consultant to join the discussion. S. Erickson-Bornschein said that she appreciated J. Lively's enthusiasm, but urged the Group to wait to begin this work until the contract was signed, and not "steer the consultant", but allow them to share their ideas and perform their work. J. Lagowski said that the consultant has done a lot of work preparing ideas, and agreed that he would like to see what the team proposed. J. Wolf said that it was a good idea to wait to meet with the consultant. V. Coulter agreed that waiting until the consultant was on board was a good idea. She said that the Group should try to get a spotlight on the Natural Features Inventory ahead of time. She said that the consultant team's ability to engage people was one reason why they were recommended – and that this is was one thing we are going to be paying them to do. K. Guy said that a deliberate announcement of the contract award would be something to do – with a press conference – prior to the consultant beginning their work. L. Smyka asked if the full LUTS Group could be informed of the public involvement strategy once that strategy was developed. J. Lively said that the Kick-off meeting he proposed could be this type of introduction meeting that would include an explanation of the public involvement process. V. Coulter said that she had envisioned a joint TC-TALUS/LUTS meeting with a presentation by the consultant about the scope of work and public involvement process. A. Knott said that both could occur at an evening public meeting. V. Coulter asked that this be coordinated with TC-TALUS. There was discussion about the Communications Subcommittee and TC-TALUS working together with the consultant, before the end of 2006, to coordinate an event that would introduce the consultant and inform TC-TALUS and the LUTS Group and the public about the scope of work and public involvement process. S. Erickson-Bornschein expressed a concern that the Communications Subcommittee would schedule an event prior to LUTS and TC-TALUS meeting jointly with the consultant to receive a presentation. K. Klenrichert proposed that as soon as the contract is signed, the consultant contact the Communications Subcommittee to plan the next step. S. Erickson-Bornschein proposed an initial joint meeting with the consultant and suggested that the Communications Subcommittee should discuss next steps, but should not act on them yet. L. Forwerck said that the December 19<sup>th</sup> contract date was not set in stone. D. Christianson said that the consultant team wants to align with the Communications Subcommittee, but he said that it was awkward to plan in the interim before a contract was signed. M. Olds suggested that the Group direct staff to develop a timeline of potential activities that could help inform the work of the Communications Subcommittee.

**H. Harris-Brady proposed that the Group recommend to TC-TALUS to consider developing a press release and spokesperson after confirming the recommendation. She also proposed that today's meeting minutes, the sheet distributed by J. Lively, and a timeline of future activities be developed and sent to the Communications Subcommittee for their review and discussion. There were no concerns. The proposal was consented to.**

**A. Knott proposed that the Communications Committee schedule a meeting to 1) promote the Natural Features Inventory workshop and 2) begin planning the joint January TC-TALUS/ LUTS meeting. This proposal was consented to.**

#### 9. Staff Reports

A. Speaker's Bureau – M. Olds reported that presentations have been made in Grand Traverse, Leelanau and Benzie Counties.

B. M. Olds reported that the group has not yet met with the Record Eagle Editorial Board.

#### 10. Review Discussions

M. Olds reviewed the Group's consensus decisions.

#### 11. New Business

V. Coulter reviewed the Coordinating Group proposed 2007 meeting dates and said that she hoped that the meetings would be held jointly with TC-TALUS. V. Coulter proposed meeting January 9<sup>th</sup> and asked the Agenda Committee to recommend a further meeting schedule for the remainder of the year, with a recommendation to consider joint meetings. H. Harris-Brady said that since this schedule was developed by an agreed-to proposal, that the Agenda Subcommittee would need to propose any modifications and place this issue on the January meeting agenda. G. Sell concurred.

12. Announcements

There were no announcements.

13. Meeting Evaluation

Comments: Good donuts. Good cider. Good summary of discussion points by facilitators.

14. The Group set subcommittee meeting dates:

Agenda – December 21<sup>st</sup> - 9:00AM – at NWMCOG

Funding – December 21<sup>st</sup> – 8:00AM – at NWMCOG

Membership – December 8<sup>th</sup> – 12:00PM – at NWMCOG

Communications – November 20<sup>th</sup> – 3:30PM – at NWMCOG

Consultant Selection Committee – November 16<sup>th</sup> – 9:00AM – at NWMCOG

15. Public Comment

J. Lagowski reported that this is his last LUTS meeting. He thanked everyone for their efforts. He said he enjoyed watching the team spirit grow. A. Schlagel thanked J. Lagowski for his work. B. Carstens said that he has been happy to watch the consensus process working with this group. He complimented the Group's work.

16. Adjourn

The meeting was adjourned at 3:50PM.

Minutes respectfully submitted by M. Olds, NWMCOG on November 7, 2006.