

**Land Use and Transportation Study Group**  
**DRAFT Meeting Minutes**  
**July 18, 2005**  
**8:00 a.m. – 11:00 a.m.**

Traverse Area District Library  
Traverse City, Michigan

Coordinating Group Members Present:

Sally Erickson Bornschein	Homebuilders Association
Virginia Coulter	Traverse City Housing/Home Stretch
Gary Derrigan	Traverse City Area Public Schools
Joe DeKoning	Bay Area Transit Authority
Kathleen Guy	Northwestern Michigan College
Heather Harris-Brady	Citizen-at-large
Jay Hooper	Grand Traverse County Road Commission
Ken Kleinrichert	Traverse Area Association of Realtors
Andy Knott	Grand Traverse Band of Ottawa and Chippewa Indians
Bill Kurtz	Acme Township
Jim Lagowksi	Traverse City Transportation and Land Use Study
Glen Lile	East Bay Township
Jim Lively	Michigan Land Use Institute
Doug Luciani	Traverse City Area Chamber of Commerce
Doug Mansfield	MI Township Association-Grand Traverse County Chapter
John Nelson	Watershed Center Grand Traverse Bay
Bob Otwell	Traverse Area Recreation and Transportation Trails, Inc.
Patrick Pahl	Blair Township
Rise Rasch	Michigan Department of Transportation
Wayne Schmidt	Grand Traverse County
Derith Smith	Elmwood Township
Ken Smith	Northern Michigan Environmental Action Council
Linda Smyka	City of Traverse City
Warren Studley	Citizen-at-large
Janet Wolf	Munson Healthcare
Lee Wilson	Garfield Township

Coordinating Group Members Absent:

Jennifer Cohoon	Youth Representative
Linda Forwerck	Citizen-at-large
Robert Gattin	Traverse City Convention and Visitor's Bureau

Meeting Facilitators:

Tom Shea  
Wanda Joseph

Notetaker/Staff

Matt McCauley	Northwest Michigan Council of Governments
Megan Olds	Northwest Michigan Council of Governments

Public Present:

Dennis Aloia  
Bob Carstens  
Richard Lewis  
Jack Kelly  
Tom Kellogg  
Brian McGillivray  
Anne Rogers  
Gerry Selle  
Matt Skeels  
Kelly Thayer

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*Proposals are displayed in Italics*  
CONSENSUS IS DISPLAYED IN SMALL CAPS

**I. Welcome and Introductions (8:02 a.m.)**

T. Shea explained the goals of the agenda; including, a recap of formal consensus training. Roundtable introductions were made. Facilitators and Staff were also introduced to the group.

**II. Review of June meeting minutes / Agenda Review (8:05)**

D. Luciani asked if the current distribution method of meeting correspondence and minutes could be suited to the individual request of group members. T. Shea suggested that it should be discussed under agenda item "Proposal of communications clearinghouse".

*H. Harris-Brady proposed giving proposals to the group verbatim as written attachments to the minutes.*

THE GROUP REVIEWED THE AGENDA ITEM "JUNE MEETING MINUTES" AND THERE WAS CONSENSUS TO ADOPT AS IS.

H. Harris-Brady expressed concern that W. Studley's comment regarding expanding the membership of the Coordinating Group was not adequately discussed. It was determined that W. Studley's comment was part of the "Public Comment" portion of the previous agenda and did not need further action by the group.

B. Otwell inquired about the use of time limitations with all proposals.

THE GROUP REVIEWED THE PROPOSED AGENDA AND THERE WAS CONSENSUS TO ADOPT AS IS.

**III. Report on operating principles and proposal (8:10)**

Consensus was achieved during the Agenda Sub-Committee meeting (6/28/05) on the proposal to operate according to the principles laid out in the consensus-training handbook.

Group member W. Schmidt proposed that the Land Use & Transportation Coordinating Group accept the following operating principles:

- Trust
- Respect
- Unity of Purpose
- Nonviolence
- Self-Empowerment
- Cooperation
- Conflict Resolution
- Commitment to the Group

- Active Participation
- Equal Access to Power
- Patience

THE GROUP REVIEWED THE AGENDA ITEM “OPERATING PRINCIPLES” AND THERE WAS CONSENSUS TO ADOPT AS IS.

#### **IV. Proposal of communications clearinghouse (8:11)**

T Consensus was achieved during the Agenda Sub-Committee meeting (6/28/05) on the proposal to create a communications standard for the coordinating group.

Group member S. Bornschein proposed that the Land Use & Transportation Coordinating Group accept a group communications clearinghouse policy, which would ensure hardcopies and e-mail of all the necessary information to each group member at least one week prior to the next meeting date.

The group discussed the proposal, questions were raised concerning:

- The possibility of group members choosing the medium in which they would receive group correspondence;
- Condensing all group correspondence to a once-a-month distribution method;
- The use of a website;
- The treatment of informal discussions, via e-mail;
- The limitations that the Freedom of Information Act (FOIA) might place on the group.

The group, regarding a communications clearinghouse, did not achieve consensus. Further discussion was sent to the Agenda Sub-Committee.

#### **V. Report on mission statement and proposal (8:23)**

Consensus was achieved during the Agenda Sub-Committee meeting (6/28/05) on the proposal to create a mission statement for the coordinating group.

Group member J. Nelson proposed that the Land Use & Transportation Coordinating Group accept a group mission statement. The mission statement read:

“Our mission is to use a transparent and citizen led discussion and process to ensure the development of a vision, plans for our future, and projects that address land use and transportation challenges facing the Grand Traverse Region.”

The group discussed the proposal, questions were raised concerning:

- Insertion of the word “consensus” in the context of either the Coordinating Group, process, or the community;
- Use of the words “Grand Traverse Region” or to use “defined study area”;
- If the mission statement addressed the scope of the group;
- Use of the word “ensure” or to use “achieve”;
- Using the mission statement to describe the process, not the outcome.

R. Rasch suggested to the group that agenda item “Report on roles and funding” might assist in the development of a group mission statement.

The group, regarding a mission statement, did not achieve consensus. Further discussion was sent to the Agenda Sub-Committee.

## **VI. Report on roles and funding (8:46)**

J. Lagowski reported on the draft roles and responsibilities of the Coordinating Group and other parties involved with the study process. J. Lagowski discussed the draft organizational chart of the study process and the placement of the Coordinating Group within that process. M. Skeels discussed the match money process and the Title VI process. M. Olds discussed her resignation as a NWMCOG representative on the Coordinating Group and the role of NWMCOG as staff to the group.

Questions were raised concerning:

- The fiscal years involved with the funding;
- The difference between the original organizational structure presented to the group in May 2005 (R. Lewis) and the new one;
- The exclusion of Grand Traverse County in the organizational chart;
- TC-TALUS's ultimate responsibility for the process;
- Whether the organizational structure presented is based more on funding flow;
- The Coordinating Group's placement at the bottom of the organizational chart;
- Whether Federal or State funding is necessary for the study;
- Whether money is driving the structure and mission of the group;
- Federal constraints;
- Looking for flexibility in the usage of federal funding.

H. Harris-Brady asked J. Lagowski or M. Skeels to provide the group a list of the TC-TALUS Technical Committee members.

*K. Smith proposed to replace the new organizational chart with the original (May 2005) organizational chart.*

R. Rasch further discussed funding process and the use of "over-matching" funds to avoid possible usage constraints.

J. Lively discussed the original intent of the group to oversee three phases; including, visioning, planning, and implementation.

## **VII. BREAK (9:15)**

## **VIII. Report on the Alliance for Regional Stewardship Boot Camp (9:31)**

J. Lively reported on local participation at the Alliance for Regional Stewardship (ARS) Boot Camp. Also discusses the mission of ARS and their assistance to other communities.

M. Olds reported that other areas in the country are experiencing a similar process.

R. Lewis reported on the usefulness of the current process and voiced his support of ARS.

## **IX. Proposal of hiring Doug Henton; ARS (9:40)**

Group member J. Lively proposed that the Land Use & Transportation Coordinating Group accept the previous proposal (given 7/23/05) to "invite Douglas Henton of the Alliance for Regional Stewardship (ARS) John Gardner Academy to make a presentation at our July meeting describing "best practices" of regional stewardship at a proposed cost of \$5,000 plus expenses."

Questions were raised concerning:

- If the hiring of Mr. Henton would speed up the RFP process;
- The group concentrating on a visioning process, not the RFP process;
- The cost of Mr. Henton;
- Available funding to hire Mr. Henton;

- Scope of work and defined study area not being defined;
- The value of Mr. Henton at the present time;
- Whether MDOT would allocate funds for such a purpose;
- The use of a “middle man”;
- The hiring of Mr. Henton without first determining a group mission and vision;
- If the actual role of the group is to select a consultant;
- Whether Mr. Henton would be more appropriate for a public kick-off;
- Whether there are alternative ways of engaging Mr. Henton into the process;
- The hiring of Mr. Henton without comparing his services to others;

J. Lively stated that Mr. Henton is not a consultant and his services would share the breadth of other processes and to educate about visioning. J. Lively also stated that he felt that the hiring of Mr. Henton would speed up the process.

W. Joseph announced the allotted agenda time had expired.

*W. Schmidt proposed 1 minute be added to the agenda item.*

Questions were raised concerning:

- If the proposal was two-phased;
- If Mr. Henton’s services should be extended to the community;
- If more information on the scope of Mr. Henton’s services should be acquired;
- If another visioning process is needed in the community.

W. Schmidt announced that Grand Traverse County would pay for \$2,500 towards the hiring of Mr. Henton.

*D. Mansfield proposed moving the proposal to next month’s agenda, with an included funding mechanism.*

W. Joseph announced the allotted agenda time had expired.

*V. Coulter proposed 1 minute be added to the agenda item.*

Questions were raised concerning:

- If the expectations of Mr. Henton should be outlined before hiring;
- If TC-TALUS could be a source of funding for the hiring of Mr. Henton.

The group, regarding the hiring of Doug Henton, did not achieve consensus. Further discussion was sent to the Agenda Sub-Committee.

#### **X. Steering Committee Appointments (10:00)**

J. Nelson explains the function of the Agenda Steering Committee and asked the group if anyone else would like to participate in the next meeting.

K. Smith stated he would like to participate in the next Agenda Steering Committee meeting.

D. Luciani asked if he might join the Agenda Steering Committee at any time. J. Nelson stated that he would announce the offer to participate at every Coordinating Group meeting.

#### **XI. Task; Bring previous studies to August 2005 meeting (10:04)**

A. Knott requested that all Coordinating Group members gather all previous studies done in the area and bring them to the August meeting. J. Livley stated that such a task will aid the consultants.

*S. Bornschein proposes that the timeline used should be the last ten years (1995-2005).*

J. Lively stated NWMCOG has a library containing many of the area's plans and studies, suggests that NWMCOG provide a current inventory of what is available at the NWMCOG office. M. Olds offered to have an inventory completed for the August meeting.

K. Guy stated that the group should seek information repositories to search for past plans and studies. Also, suggested that the executive summaries should be compiled for the group.

*J. Wolf proposed that NWMCOG compile all of the executive summaries of previous studies and present to the group.*

M. Olds stated that all studies collected should be directed to M. McCauley at NWMCOG.

*B. Otwell proposed that the timeline proposed should be extended to include studies of particular relevance.*

## **XII. New business (10:12)**

*H. Harris-Brady proposed that meetings should be recorded.*

*H. Harris-Brady proposed that a notice of intent be given to consultants prior to writing the RFP.*

*W. Studley proposed that time extensions be limited to a maximum of thirty minutes for every meeting agenda.*

J. Wolf expressed concerns that the current meeting length is too long.

J. Lagowski asked the group to look at their original charge to develop a RFP during August and September.

*J. Lagowski proposed that the Agenda Steering Committee consider adding RFP development, schedule, geography, and scope of work to the August agenda.*

*J. Nelson proposes the creation of a sub-committee to seek alternative funding.*

*J. Lagowski proposed that the Agenda Steering Committee seek a simple title for the Land Use & Transportation Coordinating Group.*

M. McCauley announced the regular meeting day/time for Coordinating Group meetings to be the first Tuesday of every month from 2-5 p.m.

## **XIII. Announcements (10:25)**

H. Harris-Brady announced the Michigan Association of Regions conference to be held in Traverse City. M. Olds stated that the conference is targeted towards transportation professionals, but anyone is welcome to attend.

J. Lively announced a Michigan Land Use Institute information session to be held Wednesday at 6:00 p.m.

A. Knott announced that the scheduled meeting date in Sept. is the day after Labor Day.

## **XIV. Review decisions (10:20)**

M. McCauley reported that agenda item #3 reached consensus by the group and agenda items #4,5, & 9 did not reach consensus for approval by the group.

## **XV. Meeting evaluation (10:28)**

Meeting comments included:

- Still unsure on how to get an item on the agenda;
- Work by group positive;
- Facilitators good;

- Proposals need to be defined better;
- Increase proposal time;
- Frustration with progress;
- Group too particular of details;
- Concerned that there is no mission statement;
- Questions asking if proposals can be accepted in parts.

T. Shea suggested the use of additional sub-committees to limit the responsibilities of the Agenda Steering Committee.

**XVI. Public comment (10:35)**

K. Thayer announced the recent publication of growth data by NWMCOG showing the growth of rural counties in the region. Suggested not limiting the geographic area of the study.

K. Thayer also announced the publication by Smart Growth America titled, "Choosing America's Future."

D. Aloia suggested that the agenda is not well suited for public participation.

J. Kelly suggested that the group televise its meetings.

A. Rogers announced the show, "End of Suburbia" and discussed the impacts of "peak oil."

Meeting adjourned at 10:45 a.m.

Minutes respectfully submitted by Matt McCauley, Northwest Michigan Council of Governments