

Land Use and Transportation Study Group
DRAFT Meeting Minutes
August 2, 2005
2:00 p.m. – 5:00 p.m.

Garfield Township Hall
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
Heather Harris-Brady	Citizen-at-large
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
John Nelson	Watershed Center Grand Traverse Bay
Bob Otwell	Traverse Area Recreation and Transportation Trails, Inc.
Patrick Pahl	Blair Township
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

Coordinating Group Members Absent:

Jennifer Cohoon	Youth Representative
Linda Forwerck	Citizen-at-large
Robert Gattin	Traverse City Convention and Visitor's Bureau
Kathleen Guy	Northwestern Michigan College
Jay Hooper	Grand Traverse County Road Commission
Doug Luciani	Traverse City Area Chamber of Commerce
Doug Mansfield	MI Township Association-Grand Traverse County Chapter
Rise Rasch	Michigan Department of Transportation
Wayne Schmidt	Grand Traverse County
Lee Wilson	Garfield Township

Meeting Facilitators:

Linda Racine
Wanda Joseph

Notetaker/Staff

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

Public Present:

Dennis Aloia
Bob Carstens
Tom Kellogg
Anne Rogers
Gerry Selle
Tom Shea
Sharron Wise

Proposals are displayed in Italics
CONSENSUS IS DISPLAYED IN SMALL CAPS

I. Welcome and Introductions (2:00 p.m.)

W. Joseph welcomed the group and led roundtable introductions.

II. Review Proposed Agenda (2:02)

W. Joseph discussed the use of a time “slush fund” to allow for the time extensions of agenda items.

H. Harris-Brady proposed the addition of agenda item, “New Busines.”

AFTER NO FURTHER CONCERNS OR COMMENTS, THE GROUP REVIEWED THE PROPOSED AGENDA AND THERE WAS CONSENSUS TO ADOPT AS IS, WITH THE ADDITION OF AGENDA ITEM, “NEW BUSINESS.”

III. Review July 18th Meeting Minutes (2:04)

H. Harris-Brady proposed the addition of page numbers to the meeting minutes.

AFTER NO FURTHER CONCERNS OR COMMENTS, THE GROUP REVIEWED THE JULY 18TH MEETING MINUTES THERE WAS CONSENSUS TO ADOPT AS IS.

IV. Report on Communications Proposal (2:05)

L. Racine reviews the consensus process regarding proposals with the group.

S. Erickson Bornschein presents the communication sub-committee proposal and explains the parts involved.

PART 1

No discussion regarding this proposal item.

AFTER NO FURTHER CONCERNS OR COMMENTS, THE GROUP REVIEWED PART 1 OF THE COMMUNICATIONS SUB-COMMITTEE PROPOSAL AND THERE WAS CONSENSUS TO ADOPT AS IS.

PART 2

H. Harris-Brady asked about how often a website sub-committee would meet, volunteered to be on the sub-committee.

Suggestion was made to incorporate the website activities into the Communications Sub-committee. Sub-committee volunteers included: H. Harris-Brady, S. Erickson Bornschein, K. Kleinrichert, and D. Smith.

AFTER NO FURTHER CONCERNS OR COMMENTS, THE GROUP REVIEWED PART 2 OF THE COMMUNICATIONS SUB-COMMITTEE PROPOSAL AND THERE WAS CONSENSUS TO ADOPT AS IS.

PART 3

D. Smith announced the automation of TCTV2 cameras at the library.

B. Kurtz asked about the availability of someone to staff the cameras at the next meeting.

K. Smith suggested that TCTV2 logistics be under the guidance of the Communications Sub-Committee.

AFTER NO FURTHER CONCERNS OR COMMENTS, THE GROUP REVIEWED PART 3 OF THE COMMUNICATIONS SUB-COMMITTEE PROPOSAL WITH THE STATEMENT CHANGE, "INVITE TCTV2 TO TELEVISION COORDINATING GROUP MEETINGS AND TO DISCUSS LOGISTICS AT COMMUNICATIONS SUB-COMMITTEE MEETINGS."

PART 4

W. Joseph announced that time was up for this agenda item. S. Erickson Bornschein requested an extension.

H. Harris-Brady proposes that future proposal be either written verbatim by staff or a written copy be turned in by the author.

AFTER NO FURTHER CONCERNS OR COMMENTS, THE GROUP REVIEWED PART 4 OF THE COMMUNICATIONS SUB-COMMITTEE PROPOSAL AND THERE WAS CONSENSUS TO ADOPT AS IS.

PART 5

No discussion regarding this proposal item.

AFTER NO FURTHER CONCERNS OR COMMENTS, THE GROUP REVIEWED PART 5 OF THE COMMUNICATIONS SUB-COMMITTEE PROPOSAL AND THERE WAS CONSENSUS TO ADOPT AS IS.

V. Report on the Formation of a Funding Sub-committee (2:22)

J. Nelson discussed the possible availability of separate funding sources and the flexibility of MDOT funding.

W. Studley discussed the MDOT interpretation of how the MDOT funding dollars can be used.

S. Erickson Bornschein asked the group to review the current MDOT guidelines to see what stipulations on funding may or may not exist.

J. Lagowski asked if a Funding Sub-committee would act independently of MDOT and if none Coordinating group members could participate. Sharron Wise (Rep. Camp's Office) and Matt Skeels (TC-TALUS) were invited to participate in the subcommittee.

Sub-committee volunteers included: B. Otwell, J. Lively, J. Wolf, J. Nelson, and L. Forwerck.

AFTER NO FURTHER CONCERNS OR COMMENTS, THE GROUP REVIEWED THE PROPOSAL REGARDING THE FORMATION OF A FUNDING SUB-COMMITTEE AND THERE WAS CONSENSUS TO ADOPT AS IS.

VI. Report on the Compilation of Existing Studies and Reports (2:36)

M. Olds discussed NWMCOG's current inventory of reports and plans regarding land use and transportation (handout). She requested that additional reports held by Coordinating Group members regarding land use and transportation be forwarded to the NWMCOG offices for future review by the project consultant (when contacted).

J. Nelson suggested the report completed by the McDonough group for the Convention and Visitor's Bureau be included in the report compilation.

VII. Report on the Roles and Responsibilities Organizational Chart (2:40)

J. Lagowski reported on the correspondence received from group member K. Smith and Susan Richardson (MDOT) regarding the role of the group. J. Lagowski asked how to resolve the comments received.

B. Otwell asked for further clarification of the role of Grand Traverse County.

J. Nelson discussed the roles of the original “conveners” of the group.

J. Lively proposed that the Funding Sub-committee include discussion about organization roles.

AFTER NO FURTHER CONCERNS OR COMMENTS, THE GROUP DISCUSSED THE PROPOSAL REGARDING THE INTEGRATION OF ORGANIZATIONAL ROLES EXPLORATION INTO THE ACTIVITIES OF THE FUNDING SUB-COMMITTEE AND THERE WAS CONSENSUS TO ADOPT AS IS.

VIII. Report on Mission Statement & Scope / Name Sub-Committee Proposal (2:56)

PART 1

J. Nelson discussed the mission statement changes from the previous proposal given at the July 18th meeting.

J. Wolf discussed the possibility of creating a mission statement that is more generalized. D. Smith, J. Lagowski, and V. Coulter agrees.

V. Coulter and W. Studley ask when the group’s objectives will be finished.

AFTER NO FURTHER CONCERNS OR COMMENTS, THE GROUP REVIEWED THE PROPOSAL REGARDING THE FORMATION OF A GROUP MISSION STATEMENT AND THERE WAS CONSENSUS TO ADOPT AS IS.

PART 2

J. Nelson discussed the proposal to form a Geographic Scope Sub-committee.

J. Lagowski expressed concerns about creating an RFP without a defined geographic scope. *Proposed adding the responsibility of determining a geographic scope into the RFP Sub-committee.* L. Forwerck and W. Studley agree.

J. Lively discussed the possibility of increasing the membership of the Coordinating Group if the geographic scope were to increase.

B. Otwell discussed the possibility of the hired consultant defining the geographic scope.

L. Smyka stated that the hiring of Henton may help to define the geographic scope.

W. Joseph calls time on agenda item.

K. Smith asked if agenda item could be included with the discussion for Agenda item #10.

IX. BREAK (3:17)

X. Report on Proposal to Form a Sub-committee to Develop RFP (3:32)

J. Lagowski discussed the proposal to form a RFP Sub-committee and expresses the need for diversification in the group.

H. Harris-Brady proposed that the Notice of Intent (NOI) process begin before the RFP.

H. Harris-Brady explains the NOI process to the group.

V. Coulter expressed concern about the formation of a RFP Sub-committee before Henton presentation. H. Harris-Brady suggested to consult with Henton on NOPI process.

W. Studley and V. Coulter expressed concern on the RFP timeline being too short.

K. Smith suggested that the NOI be broad and include the mission statement.

J. Wolf suggests that staff create the NOI, and sends out the product to the Coordinating Group and the TC-TALUS Board.

THE GROUP REVIEWED THE PROPOSAL REGARDING THE FORMATION OF A NOI BY STAFF AND THERE WAS CONSENSUS TO ADOPT AS IS.

J. Wolf suggested omitting “draft of RFP” from the proposal. J. Nelson agreed.

V. Coulter suggested beginning the RFP process with some standardized RFP language.

W. Studley expressed the need to identify the scope of geography before the RFP can be written.

AFTER NO FURTHER CONCERNS OR COMMENTS, THE GROUP REVIEWED THE PROPOSAL REGARDING THE FORMATION OF A RFP SUB-COMMITTEE AND THERE WAS CONSENSUS TO ADOPT AS IS, WITHOUT THE NOI DEVELOPMENT REFERENCES.

RFP Sub-committee volunteers included: V. Coulter, H. Harris-Brady, S. Erickson Bornschein, G. derrigan, A. Knott, D. Mansfield, J. Lagowski, K. Smith, and J. Lively.

a. Brainstorming Session

J. Wolf expressed concern about the use of brainstorming without having some baseline information prior. *Proposes moving it to the agenda committee for the September meeting.* J. Nelson agrees.

AFTER NO FURTHER CONCERNS OR COMMENTS, THE GROUP REVIEWED THE AGENDA ITEM REGARDING THE BRAINSTORMING ACTIVITY AND THERE WAS CONSENSUS TO SEND IT BACK TO THE AGENDA SUB-COMMITTEE FOR INCLUSION ON SEPTEMBER’S MEETING AGENDA.

XI. Report on proposal to hire Doug Henton (3:45)

K. Smith discussed the possible hiring of Doug Henton to speak to the group. Also handed out a modified proposal for his hiring.

J. Wolf asks if the RFP Sub-committee could be responsible for the hiring of Doug Henton.

V. Coulter asked about the funding of such a hire.

G. Lile expressed concerns on the cost.

K. Smith reported that the cost would be approximately \$5000 + expenses.

S. Erickson Bornschein asked if NWMCOG would act as the fiduciary agent in regards to hiring Doug Henton.

H. Harris-Brady suggested that if Doug Henton were to come to the area to speak, to coordinate it with similar programs and/or groups that are operating in the area.

AFTER NO FURTHER CONCERNS OR COMMENTS, THE GROUP REVIEWED THE REVISED PROPOSAL REGARDING THE HIRING OF DOUG HENTON AND THE FORMATION OF A SUB-COMMITTEE TO OVERSEE THE LOGISTICS OF HIS HIRING, AND THERE WAS CONSENSUS TO ADOPT AS IS.

Henton Sub-committee volunteers included: K. Smith, A. Knott, J. Lively, and W. Schmidt.

Further discussion regarding integrating geography of scope into the RFP Sub-committee meeting..

AFTER NO FURTHER CONCERNS OR COMMENTS, THE GROUP REACHED CONSENSUS THAT A SUGGESTED SCOPE OF GEOGRAPHY SHOULD COME FROM THE RFP SUB-COMMITTEE.

XII. New Business (4:00)

H. Harris-Brady suggested that there be a process in place to relay individual public comment to the Coordinating Group via the website.

L. Smyka requested that the list of sub-committee members and the sub-committee meeting dates be made available to the entire Coordinating Group.

XIII. Announcements (4:08)

No announcements were presented.

XIV. Review decisions (4:09)

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 (4:15)

XVI. Public comment (4:30)

A. Rogers stated to the group her concerns about the group focused primarily on transportation. Suggested transparency and public participation. Additional concerns regarding transportation-oriented consultants not see the “big picture.”

B. Carstens expressed that he was impressed with the progress made and the consensus process.

Meeting adjourned at 4:47 p.m.

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