

Land Use and Transportation Coordinating Group

DRAFT Meeting Minutes

June 6th, 2006

Traverse Area District Library

Members Present

Sally Erickson Bornschein
Gary Derrigan
Linda Forwerck
Kathleen Guy
Heather Harris-Brady
Ron Kea
Ken Kleinrichert
Andy Knott
Bill Kurtz
Jim Lagowski
Glen Lile
Jim Lively
John Nelson
Bob Otwell
Rise Rasch
Mark Roper
Amanda Schlagel
Wayne Schmidt
Derith Smith
Ken Smith

Linda Smyka
Warren Studley
Mary Tonneberger
Janet Wolf

Public Present (per sign-in sheet)

Nels Veliquette
Lee Grant
Tom Kellogg
Bill Ballard
Dennis Aloia
Richard Lewis
Brandon Fewins
Gerry Sell

Facilitators Present

Linda Racine
Tina Allen

Staff Present

Megan Olds

1. Welcome, Introductions, & Facilitator Comments – 2:00 p.m.

L. Racine welcomed everyone and led roundtable introductions.

2. Review Proposed Agenda

No changes were suggested to the proposed agenda.

3. Review May 2nd and April 4th Meeting Minutes

Both minutes were accepted without changes.

4. Review Communications Proposals

W. Schmidt introduced the first proposal regarding absent notifications. **Consensus was achieved.**

J. Lively introduced the second communications proposal. He indicated that this proposal was developed in order for the LUTS Groups to communicate information about the Memorandum of Understanding to agencies within the study area. General comments: A. Schlagel asked about the duration. J. Wolf recommended having two people attend each meeting whenever possible. J. Wolf asked who should attend which meeting; i.e. you only get one shot. G. Lile said that it would be helpful to have government and non-government representatives at township meetings. M. Olds will email a list of township meeting dates and times to volunteers. **There was consensus regarding this proposal.**

5. Consultant Selection Committee Report

M. Olds reported that the consultant selection committee is being planned. A day in July will be proposed. M. Skeels will coordinate this event with MDOT and the group members.

6. RFP Report

The MOU was sent out today by M. Skeels.

M. Olds reviewed the comments approved at the TC-TALUS Board meeting in May. M. Skeels sent the RFP to MDOT for review and acceptance.

M. Olds presented the DRAFT timeline. L. Smyka reiterated her concern that the MOUs needed to be signed prior to the RFP being distributed. K. Smith said that he doubted that the draft timeline could be achieved. He thought that more time needed to be given to proposal review and oral presentations – at least a month. S. Erickson-Bornschein said that there was a month of review time. K. Smith said that he wanted a month to review the proposals, not just select a consultant. . Harris-Brady said that a pre-bid meeting needed to be added to the timeline. K. Smith urged taking time to be careful and that there was no need to compress the timeline. S. Erickson-Bornschein said that the community is excited and expecting us to move forward and that we should build off of momentum and that we needed to stay on track with a time table. J. Lagowski said that we needed to be as aggressive as we can manage. S. Erickson said that she proposed that the timeline for selection be moved to September 25th and add the pre-bid meeting. K. Guy said that this proposal did not address L. Smyka’s concern regarding communication with other groups. J. Lively asked the local officials in the room if they were comfortable with us issuing the RFP prior to getting townships’ and others’ signatures on an MOU. J. Lagowski said that he was comfortable with this. L. Smyka said that the group needed to respect the townships’ interests. R. Rash said that TC-TALUS met again on June 20th and that they will be reviewing issues that need to be addressed prior to the RFP being issued. She suggested moving the date to June 20th or later. G. Lile said that he is reluctant to bring this issue up with his Board since a final RFP has not been developed. He wants to final draft to show to his attorney, then the Board. He also asked how much the townships would be asked to kick in (for match). D. Smith reiterated the same concerns. She said that it would be helpful for someone from the group to attend the next Board meeting. D. Aloia said that \$200,00 has been pledged – State (\$50,000), City of Traverse City (\$25,000), Garfield Township (\$25,000), Road Commission (\$50,000), County (\$50,000). D. Aloia said that staff is also working on grant applications to secure additional funding. The final match need has not been determined, nor has the amount that townships will be asked to contribute. **J. Wolf proposed that this issue be turned over to the Funding Committee to come up with a recommended donation level. The group consented that this could occur.**

Staff will revise the timeline.

7. Funding Update

B. Otwell thanked Dennis Aloia for all of his work. D. Aloia reported that the cost “per head” in Garfield Township is about \$1.60. This would be a relatively simply proposal to address the issue. A new proposal was suggested that the \$1.00 per head figure be used to raise match from the townships. **The group consented to this proposal.**

8. Stakeholder Meeting Debriefing

J. Lively said that the meeting was positive and a good first step. He said that MLUI would be crafting a story that he hoes will be published in the Northern Express. He said that MDOT announced their match contribution that evening. J. Wolf said that there was good TV coverage from 7&4. B. Otwell said that he felt that there were new people there. J. Lively was disappointed with the print media coverage.

J. Nelson introduced the exercise. He said that the purpose of the exercise was to brainstorm ideas for community forums that might focus on different topics of interest. The group broke out into five groups to brainstorm topics for community forums similar to the meeting on May 18th and the Natural Features Inventory forum idea that is being planned/proposed.

9. Small Group Brainstorming Activity

Groups reported out. Comments included:

- Don't wear people out before "official" public process begins.
- Clarify message. Lay out/layer message carefully.
- Too many meetings, too often dilutes message.
- OK to educate people about items that are in the RFP, such as the Natural Features Inventory
- Focus on "organic" opportunities for discussion, events
- Integrate discussion about study into existing meetings
- Could be trouble getting people in areas outside of Traverse City involved in process – Lake Ann, Kalkaska, Kingsley, Fife Lake, etc. – Need to make this process relevant for them. Message could include preserving small town core/character, dealing with development proposals; a forum could be held in one community and invite others to participate
- Audiences could include: planners, township boards, county boards, service groups, county road commissions, TCAPS, county planners, "youth" groups, human service collaborative bodies, environmental organizations, United Way, Rotary Charities, EMS, realtors, Homebuilders, major employers, Record Eagle editorial board, Civic Center display board, other newspapers, YMCA, dance studios, grocery stores (boards), regional road commission meeting, DDAs, mall management, ad club,
- press releases – distribute weekly/biweekly
- R.S.S feed on website

Input will be used by the Communications Subcommittee to generate future suggested activities.

10. Review decisions

M. Olds reviewed each of the consented on proposals by the group.

11. New Business

J. Lagowski distributed a handout that can be addressed by the group at a later time regarding TC-TALUS's invitation to the group to become a committee of TC-TALUS. The group made a request to be placed on G. Lile's Board agenda.

12. Announcements

J. Wolf made an announcement about the new transit facility opening, tomorrow, 7-9 they are serving food for Smart Commute Week. B. Otwell shared information about Smart Commute Week. He said that breakfast would be served at the Dennos Museum tomorrow as well. M. Olds distributed copies of an updated mailing list for group members, as well as the most recent version of the handout. She also updated the group about a NWMCOG-hosted biofuels M. Skeels announced that the Scenario Planning workshop is scheduled for July 27th. He will distribute detailed information to the group via email.

13. Meeting Evaluation

L. Smyka asked if anyone from the group could provide more information about the specifics of the May 19th meeting. J/ Nelson said that he enjoyed the breakout session. B. Otwell said that the length of the meetings is better than before. D. Smith said that she was glad to have new members and broader representations. G. Lile said that the microphones were a big improvement. H. Harris-Brady suggested adding an automatic response function to know whom received/read emails.

14. Set subcommittee meeting times

Communications – June 13th at NWMCOG from 4-5PM
 Agenda - June 26th at NWMCOG from 9-11AM

15. Public Comment

There were no public comments.

The meeting was adjourned at 3:35.

Meeting minutes respectfully submitted by M. Olds (NWMCOG) on June 6, 2006.