

**GRAND VALLEY METRO COUNCIL**

**Board Meeting**

August 2, 2007

8:30 a.m.

Kent County Building

**MINUTES**

**1. Call to Order**

The meeting was called to order at 8:30 a.m. by Vice Chairman Don Hilton.

**Members Present:**

|                   |                       |
|-------------------|-----------------------|
| Jim Beelen        | Allendale Township    |
| Dale Bergman      | Sparta Township       |
| Bonnie Blackledge | Cannon Township       |
| Daryl Delabbio    | Kent County           |
| Mike DeVries      | Grand Rapids Township |
| Jason Eppler      | City of Ionia         |
| Tom Fehsenfeld    | At-Large Member       |
| Don Hilton, Sr.   | Gaines Township       |
| Jim Holtrop       | Ottawa County         |
| Mike Julien       | Cascade Township      |
| Pauline Luben     | City of Hudsonville   |
| George Meek       | Plainfield Township   |
| Jim Miedema       | Jamestown Township    |
| Roger Morgan      | Kent County           |
| Deborah Nier      | City of Wayland       |
| Steven Patrick    | City of Coopersville  |
| Chuck Porter      | Courtland Township    |
| Rick Root         | City of Kentwood      |
| Carol Sheets      | City of Wyoming       |
| Al Vanderberg     | Ottawa County         |
| Rob VerHeulen     | City of Walker        |
| Bill VerHulst     | City of Wyoming       |
| Michael Young     | City of Rockford      |

**Members Absent:**

|                 |                           |
|-----------------|---------------------------|
| Marta Brechting | Alpine Township           |
| Jim Buck        | City of Grandville        |
| Pat Capek       | City of Cedar Springs     |
| Sharon De Lange | Village of Sparta         |
| Brian Donovan   | City of East Grand Rapids |
| Bev Drake       | City of Grand Rapids      |
| Brian Harrison  | Caledonia Township        |
| Doyle Hayes     | At-Large Member           |
| Dennis Hoemke   | Algoma Township           |

|                     |                        |
|---------------------|------------------------|
| Bill Holland        | Georgetown Township    |
| Kurt Kimball        | City of Grand Rapids   |
| Elias Lumpkins, Jr. | City of Grand Rapids   |
| Robert May          | City of Hastings       |
| Mick McGraw         | At-large Member        |
| Cy Moore            | Treasurer              |
| Lon Myers           | Village of Middleville |
| David Morren        | Kent County            |
| Audrey Nevins       | Byron Township         |
| Ken Snow            | City of Greenville     |
| Bill Wiersma        | Tallmadge Township     |

**Others Present:**

|               |                            |
|---------------|----------------------------|
| Andy Bowman   | Grand Valley Metro Council |
| Abed Itani    | Grand Valley Metro Council |
| Gayle McCrath | Grand Valley Metro Council |
| Don Stypula   | Grand Valley Metro Council |

**2. Public Comment**

None

**3. Approval of minutes dated July, 2007**

**Motion to Approve the Minutes of July 2007. MOTION – Meek. SUPPORT – Vanderberg. MOTION CARRIED.**

**4. Financial Issues**

**a. Draft FY 2007-2008 Budget – Preliminary Review**

Don Stypula reviewed the preliminary FY 2007-2008 GVMC budget. The budget includes \$1.988 million in revenue and \$1.933 million in expenses. GVMC is keeping an eye on costs and expects dues to remain static until the next census.

Transportation funding was approved last month as part of the Unified Work Program.

NPDES funds are pass through. Approximately 10 townships have opted out of the program.

\$23,900 in funding was granted from the UCB for the Lower Grand River Watershed Council. Don will bring a recommendation to make it an official agency of GVMC at the Board meeting in October or November. Once the watershed council is in place, Don will speak with the Frey Foundation to continue funding for two more years.

The PAL grant from the Kellogg Foundation has been extended and will wrap up on 12/31/07. Don will bring recommendations from this to the Board in December.

Interest has been projected as \$30,000 based on this year's investment history. Don anticipates bringing an amendment to the Board in the future to increase this as GVMC begins participation in the Kent County investment pool.

Rent is increased as called for in the lease. Don will bring a proposal by the end of the year for a less costly office location.

George Meek asked how much space does GVMC currently have and how much does it need.

Don Stypula indicated is currently has about 7,500 sq. ft. and if properly configured, could use 6,000 – 6,500 sq. ft.

Pavement management van total \$124,300 expense brought from the Unified Work Program.

Land Use is moving into sustainability and environmental areas. The budget does not factor in a Land Use business plan – services for fee. Don will bring that to the Board for approval within the next two months.

Michael Young requested a summary budget sheet in the future.

Don Stypula stated he would provide that.

Michael Young questioned the Lower Grand Watershed funding. Did everyone contribute?

Bonnie Blackledge stated she didn't think so. A more concerted effort needs to be made to collect from everyone.

Michael Young questioned the use of the business planning that was completed two months ago and was supposed to be used for creating the budget. It should indicate how each area of importance will be accounted for in the budget.

Don Stypula stated he would do that.

George Meek asked if GVMC was considering buying or leasing the new office space.

Don Stypula stated in conversations with Cy Moore, Cy had strong reservations against buying. At the next Board meeting, that can be discussed with him. Don has been discussing the advantages and disadvantages with Abed Itani.

Roger Morgan asked if GVMC's bylaws will allow it to own property.

Don Stypula stated he believed so, but would review it and get the Council's approval.

Al Vanderberg also stressed the importance of using the business planning in the budgeting process, and the creation of documentation that accounts for how the priorities relate back to the budget. That was the intent of the business planning process, and it is important to gauge accountability.

Don Stypula stated he would put together documentation for the next Board meeting which shows how each element in the business plan will be accounted for in the budget.

Rob VerHeulen asked when the Council would get a recommendation on the new office space.

Don Stypula stated it would be at the December Board meeting.

Michael Young asked if GVMC hadn't put together a group to look into new office space.

Don Stypula stated it hadn't gotten around to putting together the committee, although he has no objections to doing it. He has talked extensively with the Finance Committee members on the office space issue. Mayor Buck hasn't appointed anyone officially to a workgroup yet.

**b. Management Recommendations regarding Segregation of Duties and Recordkeeping for Property and Equipment**

Don Stypula explained the recommendations.

**MOTION – To Approve Recommendations Regarding Segregation of Duties and Recordkeeping for Property and Equipment. MOVE – DeVries. SUPPORT – Eppler. MOTION CARRIED.**

**c. GVMC Surplus Funds Investment Policy**

Don Stypula stated the Finance Committee researched the policy, and on the suggestion of Bob White, advises the joining the Kent County investment pool.

Michael Young asked if there are any fees involved in participation.

Don Stypula stated he had asked the question, and never got an answer back.

Daryl Delabbio stated the question had not been asked, but there were no fees.

George Meek asked if staff or the Financial Committee consults with township and city treasurers.

Don Stypula stated some are part of the committee and others could be invited to attend. It would be helpful for everyone.

Tom Fehsenfeld asked if the fund would have adequate liquidity.

Don Stypula stated Cy Moore felt it would have adequate liquidity.

**MOTION – To Approve GVMC use of Kent County Investment Pool for Surplus Funds and Adoption by Reference its Investment Policy. MOVE – Fehsenfeld. SUPPORT – VerHeulen. MOTION CARRIED.**

Mike DeVries stated GVMC may want to look at establishing an investment policy for the Council. It shouldn't be restricted to just the Kent County investment pool. Grand Rapids Township uses many more funds.

**5. Transportation Department**  
**a. Amendment FY 2007 Unified Work Program**

Abed Itani explained the requested amendment to the FY 2007 Unified Work Program involving pass through funds for Westrain.

**MOTION – Approve the Amendment to the FY 2007 Unified Work Program for Additional Westrain funds. MOVE – Beelen. SUPPORT – Meek. MOTION CARRIED.**

**6. Legislative Issues**  
**a. FY 2008 State Budget**

Don Stypula indicated there was nothing to report on the state budget. Legislators would be working in Lansing Wednesdays in August.

**b. Status of Government Reform Issues**

Don Stypula and Rick Root reported on government reform bills 4266 and 4246 which would make it easier for communities to share services. The final outcome of these is unclear.

**c. Washington Update**

Don Stypula reported he had been in Washington D.C. the previous week with the American Public Works Association talking about transportation funding.

**7. Other Items of Business and Comments from GVMC Members**

Don Stypula requested the October GVMC Board meeting be moved to Monday, October 8<sup>th</sup>, 10:00 a.m. at the Prince Center so he could attend the Michigan Township Supervisor's meeting on Thursday, October 4, and talk about regional collaboration.

**MOTION – To Reschedule the October GVMC Meeting to October 8, 10:00 a.m. at the Prince Center. MOVE – VerHulst. SUPPORT – Julien. MOTION CARRIED.**

Tom Fehsenfeld stated he supported what had been said by Michael Young and Al Vanderberg regarding using the results of the business planning for budgeting purposes. If there is not room/money for the newly stated priorities, perhaps other items should be dropped.

**8. Adjournment – 9:35**

**MOTION – To Adjourn. MOVE – VerHulst. SUPPORT – Julien. MOTION CARRIED.**