

GRAND VALLEY METRO COUNCIL

Board Meeting

September 1, 2011

8:30 a.m.

Kent County Commission Chambers

MINUTES

1. Call to Order

The meeting was called to order at 8:30 a.m. by Chairman Jim Buck.

Members Present:

Dale Bergman	Sparta Township
Jim Buck	City of Grandville
Chris Burns	City of Cedar Springs
Tom Butcher	Grand Valley State University
Dan Carlton	Georgetown Township
Daryl Delabbio	Kent County
Mike DeVries	Grand Rapids Township
Jason Eppler	City of Ionia
Tom Fehsenfeld	At-Large Member
Rebecca Fleury	Village of Middleville
Cindy Fox	Cascade Township
Steve Grimm	Cannon Township
Doyle Hayes	At-Large Member
George Heartwell	City of Grand Rapids
John Helmholdt	At-Large
Carol Hennessey	Kent County
Don Hilton, Sr.	Gaines Township
Denny Hoemke	Algoma Township
Jim Holtrop	Ottawa County
Mark Howe	City of Lowell
George Meek	Plainfield Township
Cy Moore	Treasurer
Jack Poll	City of Wyoming
Chuck Porter	Courtland Township
Milt Rohwer	City of Grand Rapids
Rick Root	City of Kentwood
Jim Saalfeld	Kent County
Ken Snow	City of Greenville
Martin Super	Village of Sparta
Al Vanderberg	Ottawa County
Rob VerHeulen	City of Walker
Bill VerHulst	City of Wyoming
Patrick Waterman	City of Hudsonville
Roger Wills	City of Belding
Michael Young	City of Rockford

Members Absent:

Jerry Alkema	Allendale Township
Alex Arends	Alpine Township
Brian Donovan	City of East Grand Rapids
Brian Harrison	Caledonia Township
Elias Lumpkins, Jr.	City of Grand Rapids
Robert May	City of Hastings
Mick McGraw	At-large Member
Jim Miedema	Jamestown Township
Audrey Nevins	Byron Township
Steven Patrick	City of Coopersville
Toby VanEss	Tallmadge Township
Chris Yonker	City of Wayland

Others Present:

Andy Bowman	Grand Valley Metro Council
Dennis Kent	MDOT
Abed Itani	Grand Valley Metro Council
Dharmesh Jain	GVMC / REGIS
Gayle McCrath	Grand Valley Metro Council
Don Stypula	Grand Valley Metro Council
Peter Varga	The Rapid / ITP

2. Public Comment

None

3. Approval of Minutes

MOTION – To Approve the Minutes of the August 2011 GVMC Board Meeting. MOVE – Meek. SUPPORT – VerHeulen. MOTION CARRIED.

**4. GVMC FY 2011-2012 Budget Approval and Public Hearing
Open Public Hearing 8:35**

Don Stypula reported the GVMC FY2011-2012 budget has been reviewed at the August Board meeting as well as by the Finance and Executive committees and asked for questions.

Close Public Hearing 8:40

MOTION – To Approve the GVMC & REGIS Budgets. MOVE – Hilton. SUPPORT – Meek. MOTION CARRIED.

5. Strategic Initiatives: Report and Recommendations of the GVMC Task Force on Structure, Governance, and Operations

RESOLUTION

A Resolution Authorizing a Temporary Change in the GVMC Board of Directors Meeting Schedule

WHEREAS, the Grand Valley Metropolitan Council, as authorized under 1989 P.A. 292 (MCL 124.651) – the Metropolitan Councils Act, and Article VIII, of the GVMC Articles of Incorporation, desires to modify – on a temporary, trial basis – the meeting schedule and meeting procedures of the GVMC Board of Directors; and

WHEREAS, under this new meeting schedule and operational procedure, meetings of the GVMC Board of Directors conducted during even-numbered months shall be designated as “work” sessions (Committee of the Whole), where Council members can hear presentations on public policy topics, discuss and analyze policy issues and make recommendations to the Board of Directors for formal action; and

WHEREAS, meetings of the GVMC Board of Directors conducted during odd-numbered months shall be designated as formal “business” sessions where Council members formally vote on issues and business items that are properly before the Council Board of Directors; and

WHEREAS, the Chairman of the Board of the Grand Valley Metropolitan Council may, from time to time at his or her discretion, bring agenda items requiring Board approval for formal consideration and adoption at designated “work” sessions.

NOW THEREFORE BE IT RESOLVED, that the Grand Valley Metropolitan Council hereby affirms its desire to modify the meeting schedule and procedures of the GVMC Board of directors to provide for “work” sessions on even-numbered months and “formal “business” sessions on odd-numbered months. This meeting schedule shall remain in effect for a one-year period unless amended by the GVMC Board of Directors.

MOTION – To Approve Resolution on GVMC Board Meetings. MOVE – DeVries. SUPPORT – VerHeulen. MOTION CARRIED.

RESOLUTION

A Resolution Establishing Guidance on Officer’s Terms

WHEREAS, the Grand Valley Metropolitan Council, as authorized under Article XVII, of the GVMC Articles of Incorporation, desires to amend Section III the GVMC Bylaws to provide guidance on the terms of GVMC officers;

WHEREAS, the GVMC Board of Directors amends Section III of the GVMC Bylaws by adding a new Section 3.6 to read as follows:

Officer's Terms. It is preferred that officers serve no more than four consecutive one-year terms in the same position.

NOW THEREFORE BE IT RESOLVED, that the Grand Valley Metropolitan Council hereby approves the amendment to Section III of the Bylaws.

MOTION – To Approve the Resolution on Establishing Guidance on GVMC Officers Terms. MOVE – VerHeulen. SUPPORT – Heartwell. MOTION CARRIED.

RESOLUTION

A Resolution Establishing Protocols for Approval of GVMC Transportation-MPO Agenda Items

WHEREAS, the Grand Valley Metropolitan Council, as the federally-designated Metropolitan Planning Organization (MPO) and Transportation Management Area (TMA) for the Grand Rapids metropolitan region, desires to establish protocols governing formal approval of transportation planning-related agenda items recommended by the GVMC MPO committees; and

WHEREAS, the GVMC Board of Directors hereby declares that GVMC MPO-related items including the annual Unified Planning Work Program and Budget (UPWP); amendments to the UPWP; adoption of the GVMC Long-Range Transportation Plan; and each new, four-year Transportation Improvement Program (TIP) be considered and approved by the MPO Committees and presented for final review and approval by the GVMC Board of Directors; and

WHEREAS, the GVMC Board of Directors also declares that GVMC Policy Committee is authorized to review and give final approval to routine GVMC MPO-related agenda items, including amendments and administrative adjustments to the Transportation Improvement Program (TIP) and the Long Range Transportation Plan, and

NOW THEREFORE BE IT RESOLVED, that the Grand Valley Metropolitan Council hereby approves the new protocols governing final approval of GVMC MPO-related agenda items.

MOTION – To Approve the Resolution on Approval of Transportation Items. MOVE – Meek. SUPPORT – Holtrop. MOTION CARRIED.

RESOLUTION

A Resolution Establishing Standing Committees of the Grand Valley Metropolitan Council

WHEREAS, the Grand Valley Metropolitan Council, as authorized under Articles XIII and XV of the GVMC Articles of Incorporation and Sections IV and V of the GVMC Bylaws, desires to establish standing committees, with corresponding duties and responsibilities, to assist in the

administration of the GVMC and the analysis of issues that come before the GVMC Board of Directors;

NOW THEREFORE BE IT RESOLVED, that the Grand Valley Metropolitan Council hereby establishes the following Standing Committees with corresponding duties and responsibilities:

**Executive Committee
Committee Duties and Responsibilities**

1. Provide guidance and direction to management to improve the GVMC's operations and scope of services provided to members.
2. Review, approve and recommend to the Board of Directors the annual budgets for GVMC, the REGIS Agency and other GVMC agencies, budget amendments and quarterly financial statements, the contract with an outside financial auditing firm, and other financial matters that have been recommended by management and approved by the GVMC Finance Committee.
3. Review, approve and recommend to the Board of Directors the policies of the GVMC, consistent with the GVMC Articles of Incorporation and Bylaws.
4. Receive and review the executive director's annual performance evaluation completed by the Human Resources committee and recommend further action to the GVMC Board, including salary adjustments, termination or other actions.
5. Develop, discuss and recommend to the Board of Directors strategic objectives for GVMC designed to help GVMC-member counties and communities manage challenges and take advantage of opportunities.
6. Ensure that the Executive Director and staff are developing strategies, tactics, and accountability mechanisms for achieving GVMC's strategic objectives; track performance and report to the GVMC Board on a bi-monthly basis.
7. Make formal recommendations to the GVMC Board regarding updates to the GVMC Strategic Plan.
8. Develop and recommend to the GVMC Board topics for the Board to discuss, analyze and develop strategies for addressing during the Board Work Sessions scheduled for odd numbered months of the year.
9. Work with the Executive Director and staff to develop periodic training and educational opportunities for GVMC Board members that bring added value for GVMC membership.
10. Perform all other duties and assume all other responsibilities as may be required by law or by the direction of the GVMC Board of Directors.

**Finance Committee
Committee Duties and Responsibilities**

1. Periodically review the financial status of the GVMC, the REGIS Agency and other GVMC agencies and make recommendations to the Executive Committee and the Board to improve the financial performance of the Council.
2. Review, approve and recommend to the Executive Committee and the Board of Directors the annual budgets for GVMC, the REGIS Agency and other GVMC agencies, budget amendments, quarterly financial statements, and other financial matters that have been recommended by management.
3. Recommend to the Executive Committee, annually, the hiring of a financial auditing firm and periodically review the performance of that firm.
4. Review, approve and forward to the Executive Committee and the Board of Directors the GVMC, the REGIS Agency, and other GVMC Agencies annual financial audits.
5. Perform all other duties and assume all other responsibilities as directed by the GVMC Executive Committee and Board.

Legislative Committee Committee Duties and Responsibilities

1. Develop, discuss and recommend to the Executive Committee and the GVMC Board legislative policy priorities for the Council to pursue during each two-year legislative session.
2. Oversee GVMC's legislative advocacy activities and provide direction to management and staff on GVMC's advocacy positions and approaches.
3. Review legislation, bill amendments, position papers and state and federal administrative rules and regulations, make recommendations to the GVMC Executive Committee and Board, and report – via a scorecard matrix on a quarterly basis – the status of GVMC Board Legislative Priorities.
4. Meet with legislators and their staffs and participate, as needed, in the legislative activities of GVMC, the Michigan Municipal League, the Michigan Townships Association, the Michigan Association of Counties, the Michigan Municipal Finance Officers Association and other groups.
5. Perform all other duties and assume all other responsibilities as directed by the GVMC Executive Committee and Board.

Human Resources Committee Committee Duties and Responsibilities

1. On an annual schedule, review the performance of the GVMC Executive Director, offer advice and coaching to improve the performance of the Executive Director and recommend further action to the GVMC Executive Committee and Board, including termination and changes in the Executive Director's compensation.

2. At times when the Executive Director's position is vacated, work jointly with the Executive Committee to identify and interview qualified candidates for the Executive Director position and make a formal recommendation to the Board a candidate to serve as Executive Director of the GVMC.
3. Periodically review and recommend amendments to the GVMC Personnel Policies and Procedures together with position descriptions and the wage and benefit structure for GVMC employees.
4. On an annual schedule, recommend to the GVMC Board a slate of candidates to serve on the Executive Committee and as officers of the GVMC Board for the fiscal year.
5. Work with current and new Board members to familiarize them with GVMC operations, member services and the roles and responsibilities of the Board and the GVMC Committees.
6. Based on emerging issues and the strategic needs of the Metro Council, identify, interview and recommend to the GVMC Executive Committee and Board candidates to serve as At-Large members of the Grand Valley Metro Council.
7. Perform all other duties and assume all other responsibilities as directed by the GVMC Executive Committee and Board.

**Emerging Issues Committee
Draft Committee Duties and Responsibilities**

1. Meet as needed to review and discuss as a "Committee of the Whole" an issue or topic of regional significance.
2. Discuss region-wide approaches to policy issues and work with GVMC staff to analyze data and trends and develop position papers on issues and challenges.
3. Make formal recommendations to the GVMC Executive Committee and Board regarding policy positions for GVMC.
4. Perform all other duties and assume all other responsibilities as directed by the GVMC Executive Committee and Board.

**MOTION – To Approve the Resolution on GVMC Standing Committees as Amended.
MOVE – DeVries. SUPPORT – Fox. MOTION CARRIED.**

6. Oath of Office

Kent County Clerk, Mary Hollinrake, administered the Oath of Office to Mark Howe of the City of Lowell.

7. Legislative Advocacy

Rick Root reported GVMC's legislative priorities have been updated. The next Legislative committee meeting is September 14.

Rob VerHeulen questioned the wording of the PPT policy.

Rick Root said it is using similar language as what the MML & MTA are using.

Rob VerHeulen agreed with the decision to use comparable language.

John Helmholt asked how this policy was going to be communicated. GVMC needs to be very vocal in its communication so that the public understands the implications. We need to get the message out there. What is the plan for communication?

Don Stypula said the MML & MTA are conducting a campaign in Lansing. They are going to editorial boards, etc. to communicate through a variety of media. Don will send news releases on GVMC's position here, in Lansing, at social meetings and in one-on-one meetings with legislators.

John Helmholt offered his help.

Cindy Fox stated GVMC should take advantage of John's expertise.

Don Stypula stated he would do that.

George Heartwell suggested also adding support for the International Bridge to the priorities.

Don Stypula explained that issue has not yet been taken up by the committee.

Rick Root stated the Legislative committee could discuss it at the next meeting.

MOTION – To Approve GVMC Legislative Priorities and Approve any Necessary Language Change by the Executive Director. MOVE – Root. SUPPORT – Hoemke. MOTION CARRIED.

8. Transportation: TIP Amendments for ITP-The Rapid and the Kent County Road Commission

a. TIP Amendment for ITP – The Rapid

Due to an amendment being requested by ITP The Rapid to the FY2011-2014 TIP, staff is requesting approval of the following changes:

ITP The Rapid is requesting an Amendment to the FY2011-2014 TIP, specifically for FY2012.

b. TIP Amendment for Kent County Road Commission Regarding Trail Project

KCRC is requesting an Amendment to the FY 2011-2014 TIP. KCRC is requesting to phase a current FY2011 Trail project and move two phases to FY2012.

MOTION – To Approve the Amendment to the FY 2011-2014 TIP for KCRC and the TIP Amendment for ITP/The Rapid. MOVE – Meek. SUPPORT – VerHeulen. MOTION CARRIED.

9. Other

10. Adjournment – 9:50 a.m.

MOTION – To Adjourn. MOVE – Meek. SUPPORT – VerHeulen. MOTION CARRIED.