



Board Meeting Agenda

Thursday November 3, 2011 • 8:30 a.m.

****Council Chambers – Wyoming City Hall**
1155 28th St SW • Wyoming, MI 49509**

- 1. Call to Order by Chair**
- 2. Public Comment**
- 3. Approval of Minutes dated October 10, 2011 (attachment)**
- 4. Report of the Human Resources Committee**
 - a. Nominations of GVMC Officers for FY 2012**
- 5. Administration: GVMC Records Retention Policy (attachment)**
- 6. Legislative Advocacy**
 - a. Personal Property Tax**
 - b. Municipal Partnership Act and Amendments to Urban Cooperation Acts**
 - c. Federal Transportation Funding**
 - d. Next meeting of the GVMC Legislative Committee – 8:30 a.m., Wednesday November 9, 2011**
- 7. Emerging Issues**
 - a. Analysis of Governor Rick Snyder’s Infrastructure Financing Proposals**
- 8. GVMC Committee List (attachment for reference)**
- 9. Other items of business and comments from GVMC members**
- 10. Adjournment**



Memorandum

To: Grand Valley Metropolitan Council
From: Donald J. Stypula, Executive Director
Date: October 30, 2011
Re: Agenda Items for our November 3, 2011 Board meeting

Attached are the agenda and support documents for our next GVMC Board of Directors meeting, scheduled for **8:30 am Thursday November 3, 2011 at the Council Chambers of Wyoming City Hall**, located on the northeast corner of 28th Street SW and DeHoop Ave. -- 1155 28th St SW, Wyoming, MI 49509

The Kent County Commission is meeting on Thursday morning so we are venturing to the Wyoming City Council Chambers for our meeting. We'll start with a report from Human Resources Committee chairman Michael Young regarding nominations for GVMC officers for FY 2012. I will present for your review and approval a records retention policy for GVMC and we will have an update on legislation moving in both Lansing and Washington. I will also present a detailed look at an emerging issue that GVMC will be engaging for the next year – the infrastructure financing plan presented last week by Governor Rick Snyder.

Please note that with this meeting packet I have attached – for your reference – the list of GVMC committees, together with the membership for each committee.

We'll start by reviewing and accepting the attached minutes from our October 10, 2011 GVMC Board meeting.

REPORT OF THE HUMAN RESOURCES COMMITTEE

Rockford City Manager Michael Young, Chair of the Human Resources Committee, will bring for your consideration the Committee's nominations for GVMC officers for the 2011-2012 fiscal year.

Proposed Action: Review and approve the recommendations of the Human Resources Committee regarding nominations for Board officers for FY 2012

ADMINISTRATION: DRAFT GVMC RECORDS RETENTION POLICY

As directed by the Executive Committee, I have worked with staff to prepare a draft GVMC Records Retention Policy for your review and consideration. I shared our initial staff draft with Doug Vredevelde and Peter Haefner at our auditing firm. Peter referred me to a guidance document published by the Michigan Department of Treasury that was developed by the Government Finance Officers Association and the State Archivist and approved in April, 2009 by the State Administrative Board (Governor, Attorney General Secretary of State and the leaders of the House and Senate).

Based on the state guidance I have readjusted the document retention schedules in the original draft and have attached that for your review. This records retention policy will put us in full compliance with Michigan Department of Treasury guidelines while giving staff clear direction regarding the timeframe for maintaining and then legally destroying official records.

Proposed Action: Review and adopt the draft GVMC Records Retention Policy.

LEGISLATIVE ADVOCACY – ISSUES UPDATE

Personal Property Tax: I attended the meeting of the Grand Rapids Area Chamber of Commerce Tax and Regulatory Committee on Tuesday morning regarding the PPT. There was agreement that something regarding PPT phase-out and replacement may emerge from the Governor and Lt. Governor very shortly. Several scenarios are being discussed in legislative offices, including limiting the phase-out of the PPT to industrial property (utility and commercial to be addressed later – likely the in the next (97th) Michigan Legislature); and exempting both commercial and industrial personal property valued at \$40,000 or less from taxation. Such an exemption would cost about \$70 million, but would remove the majority of businesses paying the tax from the system.

Revenue replacement scenarios for local taxing authorities are still focused on partial, but not full, replacement with the money coming from the expiration of tax credits claimed by businesses under the Michigan Business Tax. Under the new corporate income tax, businesses can choose to remain in the Michigan Business Tax if they wish so they can continue receiving previously granted credits toward the tax. The Governor's idea is to use the money going to pay these credits once they expire to defray lost revenue from phasing down the industrial portion of the personal property tax. I have no concrete specifics on other elements in the plan, but I am monitoring this issue closely and will report to the membership as the plan is galvanized.

New International Trade Crossing: The Senate Economic Development Committee, in a very public rebuke for the Governor, failed to report to the Senate floor the three-bill package of legislation authorizing the construction of the new bridge linking Detroit with Windsor, Ontario. Supporters, including Governor Snyder, are regrouping, but nothing is expected to emerge from

on-going discussions on the issue until January. I transmitted our resolution of support to the West Michigan delegation in the Legislature. GVMC joins a “who’s who” of West Michigan business and trade organizations that endorse construction of the new bridge

Transportation Funding: On November 9 in Washington, the Senate Environment and Public Works Committee will “mark-up” (offer amendments to) draft legislation calling for a two-year reauthorization of the current surface transportation act (SAFETEA-LU) at slightly reduced funding levels. In the U.S. House, Transportation and Infrastructure Committee Chair John Mica (R-Florida) is warming to that idea and is working with his GOP caucus to find additional funding to support a two-year reauthorization effort. The issue is complicated by the Administration’s proposal to spend \$50 billion over two years to fund transportation improvement projects as part of the so-called American Jobs Act.

Proposed Michigan Regional Council’s Act: The Michigan Transportation Planning Association (MTPA - GVMC being a long-time member) met on Tuesday October 18 to discuss the draft of a proposed bill that would dissolve the current regional planning structure in Michigan and replace it with a 14-region state-authorized network of regional planning agencies charged with developing a regional planning framework for those 14 areas. The MTPA Board voted to table a motion to oppose the legislation until more details emerge the need for and the planning methodologies envisioned in this proposed new public act.

There was a big shout-out at the MTPA meeting for the efforts of GVMC planners Andy Bowman and Jay Hoekstra to thoughtfully and thoroughly analyze the proposed law. We will continue to closely monitor this issue as it moves forward.

LEGISLATIVE ADVOCACY – GVMC LEGISLATIVE COMMITTEE

The next meeting of the **GVMC Legislative Committee is set for 8:30 a.m. Wednesday November 9 at the GVMC offices.** I have asked Jon Rice, managing director of the Kent County Road Commission to join us as we thoroughly discuss the Governor’s proposals on infrastructure financing announced last week.

EMERGING ISSUES: GOVERNOR SNYDER’S INFRASTRUCTURE FINANCING PROPOSALS

Last week, I attended the meeting in Southfield where Governor Snyder unveiled his proposals for financing infrastructure improvements, including roads and bridges, public transportation, municipal water and sewer and high-speed, broadband internet. Since that time, I have been meeting with various stakeholders to ascertain support for the Governor’s ideas and ways we can improve on his suggestions. Some of these ideas are already moving through the legislative committee process in Lansing.

At our meeting on Thursday at Wyoming, I want to take a few moments to analyze the various elements of the Governor's plan; share the comments that I have heard from legislators and stakeholders, and get your thoughts on these proposals.

As always, we're looking forward to seeing you and having a fruitful discussion. If you have any thoughts, comments, questions or suggestions you can reach me anytime on my cell phone at 616-450-5217, in the office at 776-7604, at home at 257-3372 or via email at stypulad@gvmc.org.

GRAND VALLEY METRO COUNCIL

Board Meeting

October 10, 2011

10:30 a.m.

Prince Center

MINUTES

1. Call to Order

The meeting was called to order at 10:30 a.m. by Chairman Jim Buck.

Members Present:

Jim Buck	City of Grandville
Chris Burns	City of Cedar Springs
Daryl Delabbio	Kent County
Mike DeVries	Grand Rapids Township
Cindy Fox	Cascade 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
George Meek	Plainfield Township
Rick Root	City of Kentwood
Jim Saalfeld	Kent County
Al Vanderberg	Ottawa County
Bill VerHulst	City of Wyoming

Members Absent:

Jerry Alkema	Allendale Township
Alex Arends	Alpine Township
Dale Bergman	Sparta Township
Tom Butcher	Grand Valley State University
Dan Carlton	Georgetown Township
Brian Donovan	City of East Grand Rapids
Jason Eppler	City of Ionia
Tom Fehsenfeld	At-Large Member
Rebecca Fleury	Village of Middleville
Steve Grimm	Cannon Township
Brian Harrison	Caledonia Township
Mark Howe	City of Lowell
Elias Lumpkins, Jr.	City of Grand Rapids
Robert May	City of Hastings
Mick McGraw	At-large Member

Jim Miedema	Jamestown Township
Cy Moore	Treasurer
Audrey Nevins	Byron Township
Steven Patrick	City of Coopersville
Jack Poll	City of Wyoming
Chuck Porter	Courtland Township
Milt Rohwer	City of Grand Rapids
Ken Snow	City of Greenville
Martin Super	Village of Sparta
Toby VanEss	Tallmadge Township
Rob VerHeulen	City of Walker
Patrick Waterman	City of Hudsonville
Roger Wills	City of Belding
Chris Yonker	City of Wayland
Michael Young	City of Rockford

Others Present:

Andy Bowman	Grand Valley Metro Council
Leon Branderhorst	Grand Valley Metro Council
Dennis Kent	MDOT
Abed Itani	Grand Valley Metro Council
Kristine James	Cannon Township
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 September 2011 GVMC Board Meeting as Corrected. MOVE – Meek. SUPPORT – Fox. MOTION CARRIED.

4. Legislative Advocacy

Bridge Crossing to Canada

Don Stypula reported on the proposed resolution in support of the new bridge crossing to Canada. The GVMC Legislative committee has analyzed the issue and recommends approval. The Grand Rapids Chamber of Commerce and the Right Place do also. Included in the Board agenda packet was information on the issue and arguments both pro and con. There appears to be unanimous support in the private sector as well as from the MPOs around the state.

MOTION – To Approve the Resolution in Support of the New Bridge Crossing to Canada. MOVE – Hilton. SUPPORT – Lumpkins. MOTION CARRIED.

Personal Property Tax

Rick Root reported the Governor spoke at the MML convention on the PPT. The elimination is not on a short timeline. It would take 5 to 10 years for full repeal. The Governor seems willing to negotiate. He believes there is a commitment to preserve funding by the Governor.

Mike DeVries suggested a professional review of the Governor's proposals to reveal the anticipated impact.

Urban Cooperation Act

Don Stypula reported legislation to amend the Urban Cooperation Act and allow up to 5 mills taxation appears to be on hold at the current moment.

Transportation Funding

October 24 the Governor is set to give a message on infrastructure funding. In Washington they are moving towards a tentative agreement on transportation funding. The current bill has been extended to March. They are seeking reauthorization for two years at the current level.

5. Michigan Regional Councils Act

This act is currently in draft form with no sponsors. It would supersede the Metropolitan Councils Act. Information regarding the proposal has not been shared with MPOs.

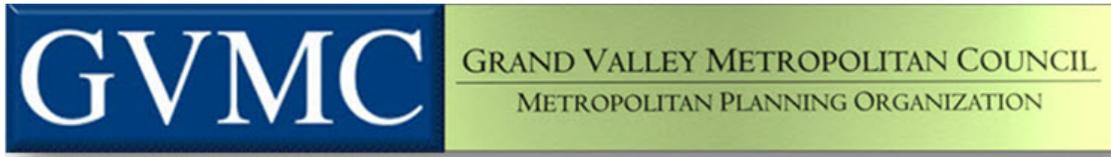
Andy Bowman reviewed the proposal explaining it is aimed at streamlining planning and would have major implications on the area. It proposes new regional councils, which are different than metropolitan councils. We should be mindful of the proposal, study it, get out ahead of it and make known our opinion.

6. Other

The report from the Nominating Committee will be moved to the November meeting.

7. Adjournment – 11:50 a.m.

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



GVMC RECORDS RETENTION SCHEDULES

RECORDS

RETENTION PERIOD

ACCOUNTS PAYABLE:

- | | |
|---|--------------------------------|
| - Original Invoices and copy of the check | 7 years following annual audit |
| - Make AP Journal Entries Listing | 7 years following annual audit |
| - Make AP Journal Entries Listing | 7 years following annual audit |

ACCOUNTS RECEIVABLE:

- | | |
|---|--------------------------------|
| - Copies of each invoice/with applicable backup | 7 years following annual audit |
| - Wrapup Invoices Journal Entries Listing | 7 years following annual audit |
| - Wrapup Reciepts Journal Entries Listing | 7 years following annual audit |

PAYROLL:

- | | |
|---|---------------------------------|
| - Copies of payroll checks | 7 years following annual audit |
| - Costs by GL Number Report | 7 years following annual audit |
| - Current Leave Hours Report | 7 years following annual audit |
| - Hours Verification Report | 7 years following annual audit |
| - Payroll Register | 7 years following annual audit |
| - Wrapup Payroll Report | 7 years following annual audit |
| - Wrapup Remittance Checks Report | 7 years following annual audit |
| - Employee Time Reports | 7 years following annual audit |
| - 941 Reports | 10 years following annual audit |
| - W2s | 10 years following annual audit |
| - MESC Reports | 10 years following annual audit |
| - Copies of ICMA Submissions and Reports for
457 and 401 Plans | 7 years following annual audit |

GENERAL LEDGER:

- | | |
|------------------------------------|--------------------------------|
| - Journal Entries Listing Report | 7 years following annual audit |
| - Journal Posting Report | 7 years following annual audit |
| - Auditor's Journal Posting Report | 7 years following annual audit |

OTHER:

- Annual Budget 7 years following annual audit
- Quarterly Finance Reports 7 years following annual audit
- Audit Reports and related documents 10 years following annual audit
- Bank Statements and Reconciliations 7 years following annual audit
- Bank Deposit Slips and check stubs 7 years following annual audit
- Cancelled Checks 7 years following annual audit
- Loan Contracts and Related Documentation 10 years following annual audit
- Meeting packets and minutes Permanent archive

CONTRACTS

- MDOT Master Agreement Permanent Archive
- Annual UPWP 7 years
- Long-Range Transportation Plan 7 years
- Transportation Improvement Program and Amendments 7 years
- MDOT Project Award Authorizations 7 years
- Office Lease Permanent Archive
- Other Contracts Permanent Archive
- RFP Bids and Quotes 7 years following contract expiration

GRANTS

- Grant Agreements 10 years
- Grant Files, Progress and Completion Reports 10 years
- Other grant documentation 10 years

Grand Valley Metropolitan Council Committee List 2011/2012

Executive Committee:

Jim Buck, Chair

Don Hilton, Vice Chair
Daryl Delabbio, Secretary
Cindy Fox
George Heartwell
Cy Moore, Treasurer
Rick Root
Al Vanderberg
Rob VerHeulen
Michael Young

Finance Committee:

Cy Moore, Chair

Scott Buhner
Michael DeVries
Jeff Dood
Denny Hoemke
Mary Swanson
Keith Van Beek
Bill VerHulst

Human Resources Committee:

Michael Young, Committee Chair

Al Vanderberg, Vice Chair
Michael DeVries
Cindy Fox
Don Hilton
Bob May
George Meek
Mick McGraw
Cy Moore
Steven Patrick
Rob VerHeulen
Bill VerHulst

Legislative Committee:

Every GVMC member
community has a seat.

Rick Root, Chair

Michael DeVries – Vice Chair
Haris Alibasic
Jerry Alkema
Alex Arends
Dale Bergman
Sam Bolt
Jim Buck
Chris Burns
Bill Cousins
Daryl Delabbio
Brian Donovan
Cindy Fox
Steve Grimm
Carol Hennessy
Don Hilton
Denny Hoemke
Elias Lumpkins Jr.
Robert May
George Meek
Jim Miedema
Jim Saalfeld
Keith VanBeek
Bill VerHulst

Emerging Issues Committee:

Every GVMC member
community has a seat.

Don Stypula, Facilitator

Jerry Alkema
Alex Arends
Dale Bergman
Jim Buck
Chris Burns
Dan Carlton
Daryl Delabbio
Michael DeVries
Brian Donovan
Jason Eppler
Rebecca Fleury
Cindy Fox
Steve Grimm
Bryan Harrison
George Heartwell
Don Hilton
Dennis Hoemke
Mark Howe
Robert May
George Meek
Jim Miedema
Steven Patrick
Chuck Porter
Rick Root
Ken Snow
Martin Super
Al Vanderberg
Toby VanEss
Rob VerHeulen
Bill VerHulst
Audrey Nevins Weiss
Patrick Waterman
Roger Wills
Michael Young