

**Grand Valley Metro Council
Executive Committee Meeting**

Thursday, May 15, 2008
12:00 pm

Grand Valley Metro Council
40 Pearl Street NW, Suite 410
Grand Rapids, MI

MEETING NOTES

Present

Jim Beelen
Jim Buck
Daryl Delabbio
Don Hilton, Sr.
Cy Moore
Audrey Nevins
Rick Root
Alan Vanderberg
Rob VerHeulen

Allendale Township
City of Grandville
Kent County
Gaines Township
Council Treasurer
Byron Township
City of Kentwood
Ottawa County
City of Walker

Absent

Kurt Kimball

City of Grand Rapids

Other

Andy Bowman
Leon Branderhorst
Abed Itani
Dharmesh Jain
Gayle McCrath
Don Stypula
Michael Young

Grand Valley Metro Council
City of Rockford

1. Call to Order

The meeting was called to order at 12:15 pm by Chair Jim Buck.

2. Legislative

Don Stypula updated the committee on the environmental bonds issue. At this time we are asking that the parking break be pulled on the bond issue as the state budget is expecting increasing difficulties and this is not the time to be asking for a bond proposal.

SB 1249 – Don Stypula reported the storm water utility bill is still a work in progress. He asked for the committee to give its consensus to continue working on it. The issue shouldn't move until summer.

Rick Root reported he has concerns on the cost of determining water runoff. There needs to be a better way to administer.

3. Report on Executive Director Review

Michael Young reported the Personnel Committee had discussed streamlining the process of the Executive Director's review. The current process is very long and numerical rankings are all over the board. Under the new process, general members will be sent a 6-7 question form on which to comment. The Executive Committee will do a comprehensive evaluation with the Personnel Committee. The process will be started in the summer and be effective October 1.

Daryl Delabbio stated the question on supervision of staff might not be appropriate to go to the general membership.

Michael Young stated he would replace the question and asked for possible replacement options.

Don Stypula will prepare a narrative and update to the strategic plan and forward them to Michael and Al.

4. Approval of Minutes

**MOTION - To Approve the April 2008 Executive Committee Meeting Minutes.
MOVE – Hilton. SUPPORT – Nevins. MOTION CARRIED.**

5. Report from the Finance Committee

Don Stypula reviewed the balance sheet and reported it was looking good. Variances would be taken care of in the budget amendment.

Cy Moore stated the financial report looked fine, and if there are no objections, it will be accepted for information.

6. Budget Amendments

Don Stypula reviewed the requested budget amendments. Included in the amendment are adjustments for new member dues, Land Use expenses, E-coli match, transportation advertising expense, Pavement management van, and storm water phase II, as well as grants for LGROW and PAL.

Rob VerHeulen asked if the adjustments for LGROW will appear in a different cost center next time and be revenue neutral.

Don Stypula stated they would.

MOTION – To Approve the Requested Budget Amendments and Move them to the Board Meeting Agenda. MOVE – Beelen. SUPPORT – Nevins. MOTION CARRIED.

7. Transportation Amendments

a. Amendments to the FY 08-11 TIP

Abed Itani described the requested amendments to the FY 08-11 TIP which were for building infrastructure for ITS.

MOTION – To Approve the Requested Amendments to the FY 08-11 TIP. MOVE – Root. SUPPORT – VerHeulen. MOTION CARRIED.

b. UPWP & Budget 08-09

Abed Itani explained the Unified Planning Work Program and budget for FY08-09. He reported on the activities needed to comply with SAFETEA-LOU . He also reviewed the transit study for which ITP is giving \$150,000; \$150,000 match; and \$40,000 local match (a portion of which has been offered by Kent County). Moving expenses also are in the budget and fall under indirect expense. An increase in salaries of 3% was also included.

Al Vanderberg stated 3% might be high as most members weren't getting raises of that much.

Discussion around the table indicated most members are budgeting for salary increases of 2 – 3%.

MOTION – To Approve the Unified Planning Work Program and Budget for FY08-09. MOVE – Hilton. SUPPORT – Nevins. MOTION CARRIED.

8. Office Space

Don Stypula reported on the attempts staff has made to secure office space at a more affordable cost. The parameters of the search included the site must be within Grand Rapids City limits and have free parking. About 20 locations were investigated in total.

He discussed the various options including the current facilities, the Riverview building (RC Allen), and the ITP Bus terminal.

The recommendation the staff brings to the committee is the Riverview building. The cost per sf would be \$12 with free ample parking across the street. The location is professional and secure. Offices would be on the third floor with windows which look to the east over the river and to the west.

He requested permission to move into lease negotiations with the landlord.

Differences between the office space at the ITP bus terminal and the Riverview building were discussed. At ITP the offices would be split between two floors; there would be an additional cost for janitorial; and the parking would be at the Dash lot which is somewhat inconvenient. In addition, both inside the suite and outside in the common hallway area there was an extraordinary amount of noise which could be disruptive.

Rick Root added that although he is a Board member of ITP, he believes the Riverview building would be a better option as it is much more professional. Also the convenience of the parking at the ITP terminal doesn't compare to Riverview.

Cy Moore stated the Finance Committee prepared to go with the staff's recommendation. Don will provide more analysis information to those who would like.

Daryl Delabbio stated he is familiar with this facility and feels the Riverview building is convenient and professional.

MOTION – To Approve Lease Negotiations in the Riverview Building. MOVE – Nevins. SUPPORT – Delabbio. MOTION CARRIED.

Rob VerHeulen suggested the lease be worded so that the yearly increase was equal to but not to exceed a certain percentage.

Daryl Delabbio offered the County's real estate lawyer to review the lease.

9. Blueprint Award

Andy Bowman reported on the Blueprint Award. This year the Award will go to the City of Grand Rapids for their zoning rewrite. It is a very good representation of form based code and very innovative.

MOTION – To Approve the City of Grand Rapids as the Winner of the Blueprint Award. MOVE – Root. SUPPORT – VerHeulen. MOTION CARRIED.

10. Adjournment—1:30 pm