

**Grand Valley Metro Council
Executive Committee Meeting**

Thursday, July 17, 2008
12:00 pm

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

MEETING NOTES

Present

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

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

Absent

Jim Beelen

Allendale Township

Other

Andy Bowman
Leon Branderhorst
Dharmesh Jain
Gayle McCrath
Don Stypula

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1. Call to Order

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

2. Approval of Minutes

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

3. Finance – 2008-2009 Budget

Don Stypula explained that this was the first read of the 2008-09 GVMC budget and asked for comments and suggestions from the Executive Committee. He said the revenues in relation to expenses are looking good, and if the expenses associated with the move were backed out, there would have been a net revenue over expenses.

The office move has been postponed and the resulting higher rent has been factored in to the budget.

Kurt Kimball asked if the U.S. Postal Service had a signed agreement to move out of the offices GVMC wants.

Don Stypula stated yes they did and he has seen it.

Kurt Kimball reported he has heard the Postal Service hasn't officially made the decision to move and this needs to be confirmed.

Don Stypula stated he would check with the landlord.

Cy Moore asked Don to get a drop-dead date in relation to when the offices will be ready to move into. If that date is exceeded, GVMC should ask for a corresponding reduction in their current rent until the space is available.

Don Stypula reviewed the budgeted revenues and expenditures. He stated in October a contractual project with the MML will be announced. These figures are not in the current budget. An amendment will be asked for at that time.

Cy Moore also reported the Finance Committee's request to have the budget approved by function and not line item. This would allow changes in line items as long as the overall category was not affected (except for salaries and fringes) without having to ask for a budget amendment.

Don Stypula asked if revenues should be broken out per department.

Cy Moore stated no, the format of the front page of the budget is appropriate as it is.

Al Vanderberg brought up questions in relation to the GVMC Business Plan that was approved in May 2007. There are a few items in the budget which were identified in the business plan, but the plan has not been built into the budget. I thought the intention was for the budget to be built around the business plan and resources allocated accordingly. There was to be quarterly reporting and the evaluation of the Executive Director was to be based on the progress towards the goals set by the Metro Council in the business plan. There needs to be accountability and at least a summary in the budget of how the plan is being addressed and resources are being used. If the Council does not intend to use the business plan in this way, that decision is theirs to make. I will agree with whatever the

Council decides to do. However, I thought it was to be incorporated into budget allocations, department activity planning, and evaluations.

Rob VerHeulen stated he agreed. Clear objectives and goals should have been reflected in the budget. We ought not adopt a budget until an accompanying document addressing this has been reviewed.

Don Stypula stated for the presentation to the GVMC Board, he would expand on the budget memo and attach the updated spreadsheet addressing the progress toward each goal identified in the business plan.

Al Vanderberg added GVMC needs to know where we are allocating funds to meet those goals.

4. Land Use Department Work Plan

Don Stypula reviewed the Land Use Department Work Plan. He stated it was developed according to the GVMC business plan. The Land Use plan reviewed the department's historical objectives, accomplishments, and future plans.

Kurt Kimball questioned the funding for the MML project. Is it for one year and are new people budgeted?

Don Stypula stated two years and two contracted people are budgeted for.

Rob VerHeulen asked about the menu of services for a fee which GVMC could provide to its members and was a part of the GVMC business plan. Has that been developed?

Andy Bowman said some preliminary work had been done, but there were questions regarding what type of work GVMC would be able to do. It is important to do regional work.

Rob VerHeulen stated it was important to those who participated in the creation of the business plan that a menu of services be developed. They expected a survey of member planning staffs and a list of services GVMC could provide to them which could also potentially save them money. If it cannot be done, we need to go back to the Board and say so.

Al Vanderberg stated this concept was part of the business plan. Adequate reporting on the business plan would have alerted the members there might be issues regarding this goal.

Andy Bowman stated implementation of this goal is also problematic as current staff already has a full workload.

Al Vanderberg stated then additional staff may need to be hired or contracted.

Rob VerHeulen added that workload of existing staff could be reprioritized.

Daryl Delabbio stated he understood local governments would have access to GVMC expertise rather than going to contractors.

Kurt Kimball restated his understanding of Andy's statements regarding the project. Andy feels to be true to GVMC's original goals, it is important to do regional rather than myopic projects, and staff is fully occupied with the current workload.

Rob VerHeulen stated it is important to fulfill current Board expectations.

Daryl Delabbio added that what brings value to members is what needs to be given priority.

Don Stypula stated he would bring the document back with colorization which indicates progress towards goals and trouble issues. Also a survey of membership will be conducted regarding service for fee.

5. Transportation Amendment

Don Stypula reviewed the request for amendments to the GVMC FY 2008-2011 TIP for various projects including a request by KCRC to add an awarded Enhancement project to FY 2008 for construction of the Paul Henry Thornapple Trail and a request by MDOT to add the FY 2009 GPAs to the FY 2008-2011 TIP.

Don Stypula stated the amendment has been approved by the Tech but not the Policy committee.

MOTION – To Approve the Requested Amendment to the GVMC FY 2008-2011 TIP upon Approval of the Policy Committee. MOVE – Hilton. SUPPORT – Delabbio. MOTION CARRIED.

6. Report from the Nominating Committee Regarding New At-Large Member

Kurt Kimball reviewed the process the Nominating Committee has undertaken to select possible candidates for an additional GVMC at-large member. Letters of interest were sent out to a number of potential candidates. Of those who expressed interest, Jon Helmholt, Mike Shibler, and Mike Faas have been selected by the Nominating Committee for further consideration. Scott Palczewski had also returned a letter of interest; however the Nominating Committee was unaware of this when they met to make their selections.

Cy Moore questioned whether Doyle Hayes was still a member of the Metro Health Board. If so, that would make two people from Metro if Mike Faas becomes an at-large member.

Don Hilton stated if Mike Faas drops out of contention because of this, he would like to see Scott Palczewski take his place.

Discussion ensued regarding how the candidates would be interviewed. It was determined it would not be at a general GVMC Board meeting, but possibly a special meeting before or after.

MOTION – For Don Stypula to Move Forward Setting up a Meeting to Interview the Candidates Recommended by the Nominating Committee. MOVE – Nevins. SUPPORT – Vanderberg. MOTION CARRIED.

7. Adjournment—1:30 pm