

**Grand Valley Metro Council
Executive Committee Meeting**

August 18, 2011

12:00 noon

Grand Valley Metro Council
678 Front Ave. NW, Suite 200
Grand Rapids, MI

MEETING NOTES

Present

Jim Buck	City of Grandville
Daryl Delabbio	Kent County
Cindy Fox	Cascade Township
George Heartwell	City of Grand Rapids
Don Hilton, Sr.	Gaines Township
Cy Moore	Council Treasurer
Rick Root	City of Kentwood
Alan Vanderberg	Ottawa County
Rob VerHeulen	City of Walker
Michael Young	City of Rockford

Absent

Other

Leon Branderhorst	Grand Valley Metro Council
Abed Itani	Grand Valley Metro Council
Gayle McCrath	Grand Valley Metro Council
Don Stypula	Grand Valley Metro Council

1. Call to Order

The meeting was called to order at 12:15 p.m. by Vice Chair Don Hilton.

2. Approval of Minutes

MOTION – Approval of GVMC Executive Committee Minutes of July 2011. MOVE – Root. SUPPORT – Fox. MOTION CARRIED.

3. Financial Report

Don Stypula reported the budget is ready to go and is based upon the best information available at this time. We have analyzed some scenario based on possible federal funding cuts which are outlined on the spreadsheet handed out today. If cuts happened, Don would call a meeting with the Finance committee to look at how to address.

Cy Moore stated we need to pass the budget based on the information we have now and amend in the future if changes are made.

Michael Young asked about the contract with Fishbeck on NPDES. When was the last time this was bid out?

Don Stypula replied bids were last sought in 2005 and we had two or three responses at that time.

Don Stypula reported 2011 is the last year of payments on the pavement management vehicle and this budget reflects that.

Don Hilton asked about a report on Land Use Planning activities.

Don Stypula replied that Andy Bowman will be out of the office for 1 ½ weeks and will produce a report at that time. Most of the Land Use Planning activities are grant related.

Don Stypula reported the draft REGIS budget is also included in this budget.

Michael Young asked about funds budgeted for LGROW and Andy Bowman's LGROW related activities

Don Stypula stated that most of the work Andy is doing for LGROW is grant related. Other LGROW activities are being handled by Janice Tompkins, formerly of MDEQ, who is a volunteer.

Michael Young asked if Planning and Strategic Initiative activities were fully funded for the year as last year they were only funded for 2/3 of a year.

Cy Moore reported this year's amended budget funded that department for a full year after grants were received from MDOT. This year they are being funded for the entire year.

MOTION – To Approve the Proposed GVMC 2011-2012 Budget and Move it to the GVMC Board for Approval. MOVE – Fox. SUPPORT – Vanderberg. MOTION CARRIED.

Jim Buck took over as Chair of the committee.

4. 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 Moving Resolution on GVMC Board Meetings to GVMC Board Agenda. MOVE – Heartwell. 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:

3.6 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.

Jim Buck questioned if the committee accomplished what it set out to do. The soft way to accomplish this would be by making the Nominating committee cognizant of the policy.

MOTION – To Approve Moving Resolution on Establishing Guidance on Officers Terms to the GVMC Board Agenda. MOVE – Young. SUPPORT – Fox. MOTION CARRIED.

RESOLUTION

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

Don Hilton stated it could get confusing trying to determine which items are concluded at the transportation committee level and which ones move on to the full Board. When an item is on the transportation agenda it should be stipulated on the agenda whether it is approved at this level or if it goes on.

Abed Itani reported there are procedures in place and we receive guidance from the feds. These can be put into a document and distributed to all members.

George Heartwell stated the proposed resolution wouldn't preclude GVMC members who are not MPO members from voting. In fact it codifies it in reverse.

Michael Young suggested the wording at the end of the resolution be changed to reflect only MPO members.

It was also suggested that nametags reflect MPO membership, the agenda identifies MPO only votes, the Chair reminds members when MPO only votes are taken at the Board level and a list of MPO members be sent out at the beginning of the new fiscal year.

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 Move the Resolution on Approval of Transportation Items to the GVMC Board Agenda. MOVE – Young. SUPPORT – VerHeulen. 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 salary adjustments, termination or other actions 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 MOVE the Resolution on GVMC Standing Committees to the GVMC Board Agenda. MOVE – Heartwell. SUPPORT – Vanderberg. MOTION CARRIED.

5. Legislative Advocacy

Don Stypula reviewed the legislative priorities.

State Tax Policy and Local Fiscal Stability

Revenue Sharing – The Michigan Economic Vitality Incentive Program (EVIP): The Grand Valley Metro Council supports the fair and equitable implementation of the Michigan Economic Vitality Incentive Program in a manner that ensures program eligibility for all cities, townships, villages and other taxing authorities that have demonstrated compliance with EVIP performance metrics. The GVMC also supports that revenue sharing for counties, as agents of the state, be preserved at full levels.

Tax Restructuring and Inducements for Economic Development: The Grand Valley Metro Council supports the restructuring of Michigan’s tax code to provide a more predictable and stable tax environment for businesses and ensure that county and local governments have at their disposal tax incentives and other inducements to retain and grow existing businesses and attract new business investment.

Personal Property Tax: The GVMC supports the phase-out of Michigan’s existing Personal Property Tax provided that the Michigan Legislature first establishes a “hold harmless” revenue replacement mechanism, placed in the Michigan Constitution by state voters, to ensure that taxing authorities maintain adequate revenues, at existing levels, to support critical county and local government services.

Funding for Transportation and Municipal Infrastructure Improvements

The Grand Valley Metro Council, in its capacity as the metropolitan planning organization for the Grand Rapids region, supports increases in both state and federal transportation funding to improve the state's entire multi-modal transportation network together with funding mechanisms to ensure that public water and sewer systems and other public assets are maintained and improved through strategic public investments. To that end, the GVMC desires to engage Governor Snyder, Lieutenant Governor Calley and the members of the 96th Michigan Legislature to help develop efficient and effective approaches for financing improvements to critical public infrastructure.

Improving Governmental Efficiencies

One Annual Property Tax Bill: To enhance governmental efficiency and lower operational costs, the Grand Valley Metro Council supports legislation enabling taxing authorities to develop and transmit to property owners a single, annual property tax bill.

Electronic Publication of Legal Notices: The Grand Valley Metro Council supports legislation to eliminate current legal requirements to publish official public notices in a "newspaper of record" and authorize counties, cities, townships, villages and other public entities and corporations to publish official legal notices and other pertinent public information via web sites, social media sites, web-based information portals, and other more accessible and timely electronic methods.

Intergovernmental Cooperation

Elimination of Obstacles for Multi-Jurisdictional Service Sharing: The Grand Valley Metro Council supports amendments to 1989 P.A. 292 – the Metropolitan Councils Act – to remove language that limits the ability of Metro Council-member counties, cities, townships and villages to share the provision of services on a regional basis through a Metropolitan Council.

Unfunded State Mandates

The Grand Valley Metro Council steadfastly opposes the imposition of unfunded state mandates on counties and local units and strongly encourages the Legislature to adopt the recommendations cited in the 2010 report of the Legislative Commission on Statutory Mandates.

Medical Marijuana

The Grand Valley Metro Council supports the efforts of Michigan Attorney General Bill Schuette to seek court clarification of the issues surrounding medical marijuana dispensaries and strongly urges Governor Rick Snyder and members of the 96th Michigan Legislature to support legislation amending the voter-initiated Medical Marijuana Act to give local governments greater control over the activities associated with the growth, distribution and dispensing of medical marijuana.

MOTION – To move the Legislative Priorities to the GVMC Board Meeting Agenda. MOVE – Root. SUPPORT – Hilton. MOTION CARRIED.

6. Transportation Department: TIP Amendments

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.

MOTION – To Approve the TIP Amendment for ITP/The Rapid and Move it to the GVMC Board Agenda. MOVE – Hilton. SUPPORT – Vanderberg. MOTION CARRIED.

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 Move it to the GVMC Board Agenda. MOVE – Vanderberg. SUPPORT – Heartwell. MOTION CARRIED.

7. Other

8. Executive Session

Staff was excused for an executive session.

9. Adjournment – 2:00 p.m.