



Executive Committee

**Thursday October 20, 2011 • 12 Noon
GVMC Offices – Riverview Center -- 678 Front Ave. NW**

Agenda

- 1. Approval of Minutes – September 15, 2011**
- 2. Administration: Draft GVMC Records Retention Policy**
- 3. Legislative Advocacy – Report from the Legislative Committee**
 - a. Personal Property Tax**
 - b. New International Trade Crossing**
 - c. Transportation Funding**
 - d. Proposed Michigan Regional Councils Act**
- 4. Other Items**
- 5. Executive Session to discuss executive search**



Memorandum

To: GVMC Executive Committee

From: Donald J. Stypula, Executive Director

Date: October 17, 2011

Re: Agenda items for our October 20, 2011 Executive Committee meeting

Attached are the agenda and relevant documents for our next GVMC Executive Committee meeting, scheduled for **12 noon Thursday October 20, 2011 here at the GVMC offices**. Very compact agenda this month to give you time to meet in executive session to discuss the executive director search. I am bringing for your consideration a comprehensive records retention policy for GVMC. I will also bring updates on critical legislative issues in Lansing and Washington.

We'll start by reviewing and approving the attached minutes from our September 15, 2011 meeting.

ADMINISTRATION: DRAFT GVMC RECORDS RETENTION POLICY

As you directed, 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 a guidance document from 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. I frankly see no good reason to send this to GVMC Counsel Jim Brown for his review. That could cost us more than \$1,000 and I just don't see the value in doing that.

Proposed Action: Review, approve and recommend to the GVMC Board adoption of the draft GVMC Records Retention Policy.

LEGISLATIVE ADVOCACY – REPORT OF THE LEGISLATIVE COMMITTEE

The Legislative Committee met on October 12 with a brief update from MML Legislative Associate Jason Mancini. Several issues were discussed at the Committee and this is the latest information on all of those issues.

Personal Property Tax: Word now from Lansing confirming that the changes to the PPT that Governor Rick Snyder will proposed in the next 10 days include 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). The Governor will propose to partially, but not fully, pay for phasing out the industrial portion of the tax with the expiration of tax credits claimed by businesses under the Michigan Business Tax, several.

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 meets on Wednesday afternoon and reports indicate that they do have the votes to report to the Senate floor the three-bill package of legislation authorizing the construction of the new bridge linking Detroit with Windsor, Ontario. I have 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: Still nothing solid from Washington regarding a proposal to reauthorize for a two-year period the existing federal transportation funding law (SAFETEA-LU) at existing authorized funding levels. The issue is complicated 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.

In Lansing, the Governor and his staff are finalizing his special message to the Michigan Legislature regarding state transportation and infrastructure investments. The message will be delivered in Southeast Michigan, but there is not solid date or time for the presentation. I will be meeting here in Grand Rapids on Friday morning with Bill Rustem, Governor Snyder's chief policy officer to glean details regarding the plan.

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.

EXECUTIVE SESSION

Director and staff will be excused and the Committee will meet in Executive Session to continue discussion on the search for a new executive director.

As always, we're looking forward to seeing you and having a fruitful discussion on Thursday. 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.

**Grand Valley Metro Council
Executive Committee Meeting**

September 15, 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
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

Daryl Delabbio	Kent County
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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 Chair Jim Buck.

2. Approval of Minutes

MOTION – Approval of GVMC Executive Committee Minutes of August 2011. MOVE – VerHeulen. SUPPORT – Fox. MOTION CARRIED.

3. Response to Phase II MDOT Commission Audit

Don Stypula reported the proposed response to the MDOT Phase II audit is \$159,305 using the same methodology as with Phase I. The original amount due was \$445,000.

Abed Itani reported REGIS' response is a proposal to have their entire obligation forgiven.

MOTION – To Move to the GVMC Board the Proposal to Authorize the Transmittal of the Above Mentioned Resolution Offer to MDOT. MOVE – Hilton. SUPPORT – Root. MOTION CARRIED.

Al Vanderberg stated GVMC also needed to get a written recommendation on record retention from our auditors. We need someone to tell us how long to keep them.

Abed Itani stated GVMC just signed a new master agreement and it stipulates records must be held for three years. If a contract is still open, records must be kept until it is closed. We also need to know the IRS record requirements.

Don Stypula stated he would get a recommendation from the GVMC auditor.

4. Strategic Initiatives

Jim Buck reported on the new Human Resources committee with Michael Young as Chair and Al Vanderberg as Vice Chair. Twelve people will be on the merged committee which includes a good cross section of cities, townships, etc.

Jim asked how we appoint members to the Emerging Issues committee. Have open solicitation for anyone?

Don Stypula brought up the idea of having Tom Wesorick from ICMA and/or Arnold Weinfeld of the MML speaking on cost sharing.

Andy Bowman said if the new format gets enacted early enough, a good topic could be the statewide handling of regional councils. Right now the state is redoing all laws regarding these. It would be detrimental for that legislation to get ahead of us in our ability to comment. GVMC has a grant pending for next year for which this legislation has implications.

Rick Root asked if it wouldn't make sense to close out old business in December and start new in January.

Al Vanderberg said we have always had the ability to talk about items through the regional cooperation committee. If regional councils legislation is moving, we don't need to make the schedule fit the topic. A good format would be to get two experts for a pro & con forum. The Emerging Issues committee can start a new schedule as of the first of the year.

Cindy Fox stated she agreed with Al Vanderberg.

Jim Buck clarified by reiterating a “work session” would be put together for December and the formal meeting will be held in January. In the meanwhile, we will work toward aligning the committees.

Al Vanderberg said if something is coming up in regional planning, that meeting can always be held before January.

Don Stypula asked if the first “work session” meeting is in December, what topic would that be?

Jim Buck stated we should solicit participation in the Emerging Issues committee & that committee can develop the topic idea.

5. Legislative

Don Stypula reported Andy Johnston from the Grand Rapids Area Chamber of Commerce spoke at the last Legislative committee meeting. He said they are understanding of the impact the elimination of the personal property tax would have on locals and are dedicated to working with us to find solutions. The Chamber is putting together a concept paper. It is a complex calculation and involves changing distributions and taking school aid out of the mix. There is no reference to counties in the document. They will be making a joint request to the Senate and House fiscal agencies to get an analysis. The Governor is interested in phasing out the ppt and is understanding of our concerns.

Rick Root said the question is what will the phase in be? No one has any clue where the money is coming from. There is lots of uncertainty. The only thing for sure is the elimination.

George Heartwell stated they met with the Lt. Governor yesterday. He defused a lot of concerns. They have a plan, but want to keep it confidential. The replacement source will represent 60-85% of what is lost. He came away more optimistic. There is no way we will get constitutional protection.

Don Stypula reported on the resolution of support on the bridge to Canada.

Rob VerHeulen stated he was concerned on why all legislators are not supporting the bridge.

George Heartwell stated at the Chamber of Commerce meeting last week, virtually all of the legislators were in support.

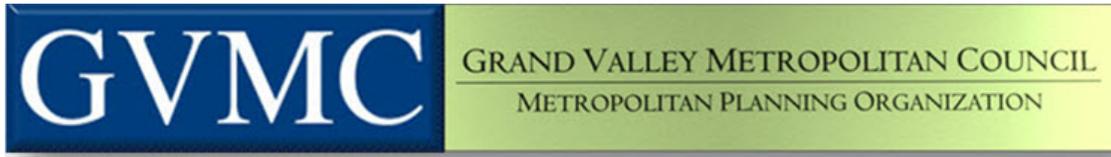
MOTION – To Move the Resolution of Support of the New Bridge to Canada to the October GVMC Board Agenda. MOVE – Heartwell. SUPPORT – Root. MOTION CARRIED.

Don Stypula reported a bill has been passed to extend transportation funding to March 2012.

6. Executive Session

Staff was excused for an executive session.

7. Adjournment – 1:45 p.m.



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