



## **Executive Committee**

**Thursday December 15, 2011 • 12 Noon**  
**GVMC Offices – Riverview Center -- 678 Front Ave. NW**

### **Agenda**

- 1. Approval of Minutes – November 17, 2011**
- 2. Transportation Department: Amendment to the FY 2012 Transportation Unified Planning Work Program and Budget (Action item)**
- 3. LGROW: Three-year grant commitment from the Wege Foundation (Information-only)**
- 4. Emerging Issues Committee (Information-only)**
  - a. Organizational Meeting – January 9, 2012**
  - b. Topic for February 2, 2012 GVMC Board Work Session**
- 5. Legislative Advocacy**
  - a. Issues Update**
- 6. Other Items**
- 7. Executive Session to discuss executive search**



## Memorandum

**To:** GVMC Executive Committee

**From:** Donald J. Stypula, Executive Director

**Date:** December 12, 2011

**Re:** Agenda items for our December 15, 2011 Executive Committee meeting

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Attached are the agenda and relevant documents for our next GVMC Executive Committee meeting, scheduled for **12 Noon Thursday December 15, 2011 here at the GVMC offices**. Once again, I am bringing a compact agenda this month to give you time to meet in executive session to discuss the executive director search. Transportation staff is requesting amendments to the FY 2012 transportation department work plan and budget and I will brief you on some good news we recently received about a multi-year grant from the Wege Foundation for the GVMC's Lower Grand River Organization of Watersheds. Chairman Buck has scheduled the organizational meeting of the GVMC Emerging Issues Committee for 9:30 a.m. Monday January 9 and I have a recommendation regarding the Metro Council's first-ever Board of Directors work session on February 1. If warranted, I will bring a brief update on legislative activities and then you can excuse staff for your executive session.

We'll start by reviewing and approving the attached minutes from our November 17, 2011 meeting.

### **TRANSPORTATION: AMENDMENTS TO THE FY 2012 TRANSPORTATION UNIFIED PLANNING WORK PROGRAM AND BUDGET**

GVMC Transportation Department staff is requesting an amendment to the FY2012 Unified Planning Work Program and Budget to reflect an additional transportation funding grant from MDOT, and previously obligated unspent transportation planning funds from FY2011. I have attached a briefing memorandum prepared by Transportation Director Abed Itani that outlines the request.

**Proposed Action: Review, endorse and forward to Metro Council the proposed amendment to the GVMC FY 2012 UPWP.**

## **GRANT FOR THE LOWER GRAND RIVER ORGANIZATION OF WATERSHEDS**

Through the work of Andy Bowman and GVSU Graduate Assistant Kevin Lignell, GVMC's Lower Grand River Organization of Watersheds has received a three year grant commitment from the Wege Foundation to help LGROW build capacity and achieve its business plan. Andy has prepared short briefing memorandum, together with a chart listing all of the activities and funders involved in the various elements of the project.

## **EMERGING ISSUES COMMITTEE – ORGANIZATIONAL MEETING**

Chairman Jim Buck has scheduled the first meeting of the new GVMC Emerging Issues Committee for 9:30 a.m. Monday January 9, 2012, just prior to the January Board of Directors meeting, at the Prince Conference Center. Mayor Buck will call the meeting to order and seek nominations for chair and vice chair of the panel. The new chair will take over, set a regular meeting schedule and lead the panel in a fast-paced discussion of potential topics for the Committee to discuss at future meetings. Ultimately, the Emerging Issues Committee will thoroughly analyze issues of importance to local governance and recommend topics to be presented and discussed in greater detail at the GVMC Board Work Sessions, scheduled for even-numbered months of the year.

## **EMERGING ISSUES: SUGGESTED TOPIC FOR THE FIRST GVMC BOARD WORK SESSION – FEBRUARY, 2012**

In consultation with Chairman Buck, I am suggesting that the inaugural meeting of the GVMC Board Work Session in February be devoted to a presentation on and a thorough discussion of the recently-passed legislation that removes barriers to intergovernmental collaboration and the creation of interlocal service-sharing agreements. The new Municipal Partnership Act (SB8), together with the GVMC-proposed amendments to the Urban Cooperation Acts (HBs 4309, 4311 and 4312) were presented to the Governor for his signature on December 6 and take effect immediately upon his signing of the bills.

The new-minted Municipal Partnership Act – championed by Wyoming City Manager Curtis Holt and Grand Rapids Deputy Manager Eric DeLong – establishes a specific new legal mechanism for two or more local units to use to create a collaborative service-sharing arrangement to lower costs and provide a more efficient way of delivering municipal services. The new acts amending the 1967 Urban Cooperation Acts remove the historic barriers that have required newly formed interlocal authorities to pay the highest wages and benefits to employees assigned to the joint venture.

If you are comfortable with this topic, I will secure knowledgeable presenters to join us at the February 2 GVMC Board meeting work session to walk us through the various elements of the new acts and provide step-by-step instruction on how GVMC members can take advantage of these new legal tools.

## **LEGISLATIVE ADVOCACY – ISSUES UPDATE**

As I compose this, the first session of the 96<sup>th</sup> Michigan Legislature is speeding toward adjournment, wrapping up a number of issues before breaking for the holidays and returning in mid-January. The Governor's annual State of the State address to a joint session of the Legislature is scheduled for Wednesday January 18, and legislative leadership has informed members that some major issues, including an effort to phase-out the personal property tax, are on the scheduled for January. We also will see introduction of the Governor's proposals for transportation infrastructure funding and get a good look at the state's financial condition at the revenue estimating conference.

I'm monitoring activities in Lansing and will report any other developments as warranted at our meeting on Thursday.

**The next GVMC Legislative Committee is now scheduled for 8:30 a.m. this Friday -- December 16 -- here at the GVMC offices.** The date as moved from the 14<sup>th</sup> to accommodate those members wishing to attend the Right Place, Inc. 2012 economic forecast briefing at DeVos Place.

## **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**

November 17, 2011

11:30 a.m.

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

**MEETING NOTES**

**Present**

Jim Buck  
Daryl Delabbio  
Mike DeVries  
Cindy Fox  
George Heartwell  
Don Hilton, Sr.  
Cy Moore  
Rick Root  
Alan Vanderberg  
Rob VerHeulen  
Michael Young

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

**Other**

Abed Itani  
Andy Bowman  
Gayle McCrath  
Don Stypula

Grand Valley Metro Council  
Grand Valley Metro Council  
Grand Valley Metro Council  
Grand Valley Metro Council

**1. Call to Order**

The meeting was called to order at 11:45 a.m. by Chair Jim Buck.

**2. Approval of Minutes**

**MOTION – Approval of GVMC Executive Committee Minutes of October 2011.**

**MOVE – Root. SUPPORT – Fox. MOTION CARRIED.**

### **3. Emerging Issues**

Don Stypula reported at the December 1 GVMC Board meeting there will be a presentation from KCEMS on emergency services. Don would like to invite a representative from each community to attend.

Michael Young stated he had heard the report from KCEMS may not yet be ready to present to the public.

Don Stypula said he would talk with the head of KCEMS to verify.

### **4. Legislative**

Don Stypula reported he sent out a report on the PPT via e-mail this morning. The Governor has temporarily put the brakes on the issue.

Transportation Funding – Nothing is moving in the Governors proposal until late January or after.

Road Commissions – The option, by vote of a County Board of Commission, to absorb the road commission will probably move in December.

In Washington, the Senate committee has approved the current transportation program for two more years. Significant changes in the language would mean GVMC would continue to do everything it does now, but would be considered a tier II MPO based on population.

Abed Itani reported we could petition to become tier I, but there would be no advantage. We are at a population of 690,000 right now according to the census and need to be over one million to be tier I based on population.

George Heartwell asked if we should merge with the two other West Michigan MPOs.

Don Stypula reported there has been discussion with Holland, and they are amicable to the idea, however Muskegon would probably not be.

George Heartwell asked Daryl Delabbio what the pros and cons are for Kent County taking over the road commission.

Daryl Delabbio said he would not recommend it to the county commission. Several commissioners are also in opposition. There would be a funding shortfall which would come out of the county's funds. It would also complicate things by adding another bargaining unit. There are no real benefits as we currently have a very functional road commission board.

### **5. Executive Session to Discuss Executive Search**

Staff was excused for an executive session. 12:30 p.m.

**6. Adjournment – 1:35 p.m.**

**MOTION – To Adjourn. MOVE – Hilton. SUPPORT – Young. MOTION CARRIED.**



**GRAND VALLEY METROPOLITAN COUNCIL**

ALGOMA TOWNSHIP • ALLENDALE TOWNSHIP • ALPINE TOWNSHIP • BYRON TOWNSHIP • CALEDONIA TOWNSHIP • CANNON TOWNSHIP • CASCADE TOWNSHIP • CEDAR SPRINGS • COOPERSVILLE • COURTLAND TOWNSHIP • EAST GRAND RAPIDS • GAINES TOWNSHIP • GEORGETOWN TOWNSHIP • GRAND RAPIDS • GRAND RAPIDS TOWNSHIP • GRANDVILLE • GREENVILLE • HASTINGS • HUDSONVILLE • IONIA • JAMESTOWN TOWNSHIP • KENT COUNTY • KENTWOOD • MIDDLEVILLE • OTTAWA COUNTY • PLAINFIELD TOWNSHIP • ROCKFORD • SPARTA • SPARTA TOWNSHIP • TALLMADGE TOWNSHIP • WALKER • WAYLAND • WYOMING

**MEMORANDUM**

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**TO:** GVMC Board Members

**FROM:** Abed Itani, Director of Transportation Planning

**DATE:** Monday, December 12, 2011

**RE:** FY2012 Unified Planning Work Program Amendment

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The FY2012 Unified Planning Work Program (UPWP) for the Grand Valley Metropolitan Council (GVMC) includes the budget for all federally assisted transportation planning activities that the GVMC Transportation Division, the Interurban Transit Partnership (ITP) and the Michigan Department of Transportation (MDOT), will undertake. Any changes in the federal funding amounts under work items in the UWP warrant a UWP amendment and approval by the GVMC Board.

Staff is requesting the amendment of the FY2012 UWP, to reflect an additional transportation funding grant, and previously obligated unspent transportation planning funds from FY2011. The first item is a State Planning and Research (SPR) grant for US-131 Transportation/Land Use Corridor Study for the amount of \$75,000. The second item is to add previously obligated unspent PL-112 funds in the amount of \$50,000 for the Michigan Street Corridor Study. Both of those changes are related to work item “3.2”- Technical Assistance.

Staff is requesting to amend “Work Item 3.2” for the total amount of \$125,000.

In order for GVMC to retain these funds the FY2012 UPWP needs to be amended.

**Recommendation: Approval to Amend 2012 UPWP.**

2012UWPAMEND

## 3.2 Technical Assistance

### Objectives

Provide technical assistance to GVMC member communities and MDOT as requested, to improve traffic flow and safety and/or to assess the traffic impact of proposed developments on major corridors. Review and respond to air quality conformity guidelines being issued by the EPA and state MDNRE. Participate in the Michigan Street Corridor Study and US-131 Corridor Study.

### Procedures and Tasks

Technical assistance is a long standing service provided by GVMC. This service has typically consisted of traffic impact studies, level of service analysis along corridors and/or intersections, site plan review assistance, and air quality planning. Technical assistance will also include assisting member governments and agencies to prepare documentation for projects submitted to the Michigan Transportation Economic Development Fund. Staff will also be involved in developing a safety profile for this region along with other stakeholders. GVMC in partnership with the City of Grand Rapids will hire a consultant to address traffic circulation and transit access and concerns on Michigan Street between Monroe Avenue and the East Beltline. GVMC will assist the MDOT Grand Region in this US-131 pre-engineering corridor feasibility study by providing the modeling support needed, using the Grand Rapids urbanized area Travel Demand Model, to assess the impacts and feasibility of various multi-modal integrated transportation options, and sustainable land use patterns, within the corridor study area. GVMC will also assist MDOT with public and agency involvement activities for the corridor study.

GVMC staff will be involved in the following tasks:

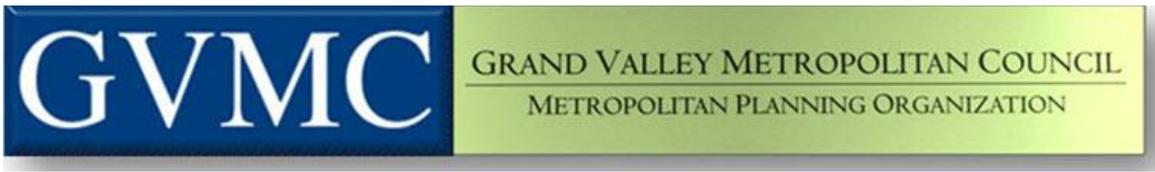
- A - Corridor Advisory Boards
  - 1 - East Beltline Land Use Advisory Committee
  - 2 - 28th Street Corridor Development Committee
- B - Air Quality Planning
- C- WESTRAIN
- D- Completion of the Latent Demand Transit Study
- E- Completing the Michigan Street Study
- F- Land use Visioning and public involvement meetings with communities along US-131

### Products

- Documentation related to services provided will be described and included in monthly progress reports.

**Budget**

<b>Funding Source</b>	<b>Funding Amount</b>	<b>Performing Agency - GVMC</b>	
STP	\$0.00	Person Weeks	39.10
PL-112	\$111,115.65	Salaries	\$47,611.91
CMAQ	\$0.00	Fringes	\$17,264.05
MDOT-SPR	\$75,000.29	Direct Cost	\$25,000.00
FTA-Sec 5303	\$23,403.42	Indirect Cost	\$50,133.54
GVMC- Match	\$30,490.14	Contractual-SPR	\$0.00
ITP-Match		N/A Contractual-STP	N/a
STP-FLEX		N/A Contractual-PL-112	\$75,000.00
		Contractual-Sec-5303	\$25,000.00
<b>TOTAL</b>	<b>\$240,009.50</b>	<b>TOTAL</b>	<b>\$240,009.50</b>



## Memorandum

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**To:** Don Stypula, Executive Director

**From:** Andy Bowman, Director of Planning and Strategic Initiatives

**Date:** November 29, 2011

**Re:** LGROW Grant from Wege Foundation

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I am pleased to inform you that we have received a grant from the Wege Foundation for \$60,000 over a 3 year period starting in February of 2012. These funds will be used for LGROW's Communications and Business Plan project running during that same period. The project includes several tasks for benchmarking watershed practices, conducting marketing and focus groups for LGROW stakeholders, preparing a communications strategy, and creating an LGROW business plan. As part of this process, several related projects will be conducted including educational efforts for sub-basin members, enhancing LGROW media content, developing a web-based infrastructure for effective communications and an educational strategy to introduce the recently approved Watershed Management Plan for the Lower Grand, particularly to intended WMP users.

The funds provided by the Wege Foundation will allow us to complete long-awaited LGROW work on a broad communications strategy. It will also fund the sub-basin educational efforts and staff-time for project administration. Though details are still being worked out, another \$15,000 is being sought from two other Grand Rapids area foundations to fund the web infrastructure, the Watershed Management Plan education and the creation of the business plan.

For this project, LGROW will be partnering with the Center for Environmental Studies, the Community Media Center, and FTC&H. Additional technical assistance will likely be provided as needed for various parts of the project including the LGROW business plan.

## LGROW COMMUNICATIONS AND BUSINESS PLAN

PARTNERS:

(LEAD,  
ASSIST)

FUNDER:

CES	WEGE	<b>TASK 1</b>	<b>BEST WATERSHED PRACTICES - BENCHMARKING</b> <ul style="list-style-type: none"><li>A. Establish benchmark criteria.</li><li>B. Identify watershed organizations for benchmark analysis.</li><li>C. Review benchmark organizations using criteria.</li><li>D. Summarize benchmark results and recommendations.</li></ul>
LGROW	WEGE	<b>TASK 2</b>	<b>STAKEHOLDER FOCUS GROUPS</b> <ul style="list-style-type: none"><li>A. Set up times and locations for meetings.</li><li>B. Enlist participants from Grand River Forum by Membership Group.</li><li>C. Determination of key focus areas/questions.</li><li>D. Conduct focus groups.</li><li>E. Analyze for LGROW Communications Strategy and future Business Plan.</li></ul>
LGROW, CES	WEGE	<b>TASK 3</b>	<b>PEPARE COMMUNICATION STRATEGY</b> <ul style="list-style-type: none"><li>A. Draft and discuss preliminary strategy outline (include benchmarks).</li><li>B. Broad survey of prospective members for interests/needs.</li><li>C. Identify profiles for key audiences and stakeholders.</li><li>D. Recommendations for participation and membership development.</li><li>E. Propose implementation schedule, including products &amp; priorities</li><li>F. Propose key performance indicators for implementation.</li></ul>
CES, LGROW	WEGE	<b>TASK 4</b>	<b>KEY START-UP PROJECTS</b> <ul style="list-style-type: none"><li>A. Guidance for Effective SubBasin use of LGROW Portable Displays.<ul style="list-style-type: none"><li>i Assemble ideas and resources for displaying information (from benchmarks).</li><li>ii Inventory relevant events in LGRW.</li><li>iii Summarize audience needs.</li><li>vi Recommend evaluation tools.</li></ul></li><li>B. Enhance LGROW Media Content (acquire quality watershed photos).<ul style="list-style-type: none"><li>i Identify LGROW locations and seasons to be photographed.</li><li>ii Set up schedule for photographing.</li><li>iii Collect archiving details about each photograph.</li><li>vi Place in LGROW data repository.</li></ul></li><li>C. Develop Electronic Communications Capacity for LGROW.<ul style="list-style-type: none"><li>i Customer Relationship Mngmnt Software acquisition/deployment</li><li>ii Creation of dedicated LGROW website on dependable servers</li><li>iii Web-based tools deployment (newsletters, forms, payment portals.</li><li>vi Establishment of social media presence</li><li>v Recommendations for ongoing staff development in communications.</li></ul></li><li>D. Educational Sessions on new LGROW Watershed Management Plan for LGRW<ul style="list-style-type: none"><li>i Creation of WMP Executive Summary</li><li>ii Development of powerpoint and presentations for key stakeholder groups.</li><li>iii Development of web-based version of WMP summary.</li><li>vi Reproduction of DVD or flash drive copies of WMP.</li><li>v Conduct ?? WMP educational sessions for key sub basins or groups.</li></ul></li></ul>
LGROW	FREY Freshwater Future	<b>TASK 5</b>	<b>BUSINESS PLAN DEVELOPMENT</b> <ul style="list-style-type: none"><li>A. Enlist Technical Assistance in Plan Development.</li><li>B. Establish Elements of Business Plan.</li><li>C. Determine customer needs and LGROW resources for 5 years.</li><li>D. Initiate first steps in LGROW Business Plan.</li></ul>
LGROW	WEGE	<b>TASK 6</b>	<b>LGROW-GRANT ADMINISTRATION</b>