



GRAND VALLEY METROPOLITAN COUNCIL

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GVMC EXECUTIVE COMMITTEE

January 15, 2015

Noon

GVMC Offices

- 1. Approval of Minutes – Attached**

- 2. Resolution in Support of The Rapid’s Application to Enter the Federal Transit Administration’s Small Starts Program for the Laker Line Bus Rapid Transit (BRT) Alignment Study**

- 3. Proposed Updates to Policies and Procedures Manual – Memo Attached**

- 4. Discussion on Re-instituting the Legislative Committee**

- 5. GVMC Role/Activity in Intergovernmental Collaboration Activities**

- 6. Strategic Planning Session Discussion**

- 7. Board Meeting Presentation by Tom Butcher & John Weiss on HB4001 – Changes to the Freedom of Information Act**

- 8. Discussion with Executive Director**

- 9. Adjourn**

**Grand Valley Metro Council
Executive Committee Meeting**

November 20, 2014

12:00 noon

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

Minutes

Present

Alex Arends
Jim Buck
Daryl Delabbio
Mike DeVries
Brian Donovan
Don Hilton, Sr.
Cy Moore
Alan Vanderberg
Michael Young

Alpine Township
Secretary
Kent County
Grand Rapids Township
City of East Grand Rapids
Gaines Township
Council Treasurer
Ottawa County
City of Rockford

Absent

George Heartwell

City of Grand Rapids

Other

Rich Houtteman
Steve Warren
John Weiss

City of Kentwood
Kent County Road Commission
Grand Valley Metro Council

1. Call to Order

Chair Al Vanderberg called the meeting to order at 12:15 p.m.

2. Approval of Minutes

MOTION – To Approve the October Executive Committee Minutes. MOVE – Donovan. SUPPORT – DeVries. MOTION CARRIED.

3. Discussion on GVMC & REGIS

The Committee discussed the GVMC and REGIS Boards of Directors and Executive Committees working together.

4. Adjourn – 1:30 p.m.



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To: John Weiss – Executive Director
From: Gayle McCrath – Director of Human Resources
Re: GVMC Policies and Procedures Manual
Date: January 6, 2015

Pete Peterson, labor attorney from Miller Johnson, reviewed the GVMC Policy and Procedures Manual to make suggested updates. While there is a lot of change to text, few actual policy alterations are recommended. Two additional modifications have been suggested by GVMC’s auditors and Sr. Staff. Below is a synopsis of those recommendations:

- **Elimination of Progressive Discipline** – By eliminating Progressive Discipline, At-Will becomes easier to enforce when terminating employees. However, GVMC’s insurance company has twice advised us that Progressive Discipline should be in the manual for the protection of the organization.
 - How should this be handled? What do Executive Committee members do?

- **Confidentiality** – Suggested new text reads “All records, papers, information, documents, and software to which you may have access in the course of your employment are considered confidential, and you will treat them as strictly confidential during and after your employment.... You will not, directly or indirectly, during or after your employment, disclose to any person or organization any confidential information acquired in the course of your employment with GVMC, nor use such information for the benefit of any person or organization other than in the proper performance of your job duties on behalf of GVMC”.
 - At times there may be truly confidential information accessed during an employee’s work with GVMC, but “ALL” is an exaggeration. Also, since all information within local governments is public, this recommendation is far too broad.

- **Adds Prohibited Conduct Section**
 - Includes
 - Fighting, immoral conduct, threats or intimidation. What is immoral and who determines that?
 - Working another job while absent

- **Adds a Broad no Solicitation Section**
 - “To avoid disruption of operations and annoyance of employees, and in the interest of efficiency, the following must be observed without exception:
 - Solicitation by an employee of a fellow employee during the working time of either employee, on behalf of any individual, organization, club or cause, is not allowed”.
 - As written, the policy would preclude all types of solicitation. For example, taking a collection for a baby present would be prohibited.
 - “Distribution of any literature, pamphlets or material to an employee during the working time of either employee, or at any time in any working area, is not allowed”.

- **Deletes Title VI** – As an organization that receives federal funds, GVMC is required to include this section.

- **De Minimus Benefits** – The following was recommended by GVMC’s auditors for proper accounting. Without the addition, GVMC could not account for items, such as donuts or pizza for staff meetings. – Chris Brown

I. PURPOSE

To establish policies and procedures for certain de minimus benefits provided by the Executive Director to employees as part of their compensation package.

II. POLICY

Employee compensation includes additional diminimus benefits as provided at the discretion of the Executive Director within the annual budget.

- **Benefit Threshold Change** – 40 to 32 hrs. per week. Due to expansion of various programs in the future, it may become necessary to bring on new employees with technical expertise in specific areas at less than full-time, 40 hours per week. GVMC is severely restricted in its capacity to recruit qualified candidates without the ability to offer benefits for positions which are less than 40 hrs. per week.

RESOLUTION

A Resolution in Support of The Rapid's Application to Enter the Federal Transit Administration's Small Starts Program for the Laker Line Bus Rapid Transit (BRT) Alignment Study

February 5, 2015

WHEREAS, as the Metropolitan Planning Organization and Transportation Management Area for the Grand Rapids metropolitan region, the Grand Valley Metropolitan Council (GVMC) plays a pivotal role in the region's transportation and transit planning; and

WHEREAS, the Laker Line Bus Rapid Transit (BRT) corridor has a strong foundation of population, employment and activities, providing numerous benefits to the community; and

WHEREAS, the Laker Line has the highest transit ridership of any corridor in the six-city Rapid service area, serving a daily average of more than 12,000 riders per day when GVSU is in session; and

WHEREAS, investment in BRT would increase capacity and efficiency along the corridor as the BTR travel times are faster and more reliable utilizing technologies including transit signal priority, level boarding, and off board fare payment; and

WHEREAS, the BRT stations would encourage nearby redevelopment providing reliable, first-class public transit which is essential for stimulating excellent, reliable, and first-class places to live, work and play; and

WHEREAS, the use of compressed natural gas BRT vehicles will reduce toxic emissions while improving the region's air quality which is a priority of GVMC's transportation planning activities; and

WHEREAS, GVMC recognizes the value the Laker Line BRT will bring to the community while providing enhanced quality of life for residents and businesses in the corridor; and

THEREFORE BE IT RESOLVED, that the Grand Valley Metropolitan Council does hereby support The Rapid's application to enter the Laker Line BRT project into the FTA's Small Starts Project Development Program and the environmental review process.

This Resolution declared adopted by the Grand Valley Metropolitan Council February 5, 2015.

John W. Weiss
Executive Director
Grand Valley Metropolitan Council

Al Vanderberg
Chairperson
Grand Valley Metropolitan Council

LAKER LINE BUS RAPID TRANSIT (BRT) ALIGNMENT DESCRIPTION

- Segments A and B:** The Laker Line will operate on a dedicated bus lane between Kirkhof Center and Ravine Center Drive on the GVSU Allendale Campus before operating in mixed traffic with Transit Signal Priority (TSP) technology along Lake Michigan Drive through Walker and Standale. TSP will extend green signals and shorten red signals as a Laker Line bus approaches an intersection, which supports service reliability and schedule adherence.
- Segment C:** East of I-196, the Laker Line will continue mixed traffic operations along Fulton Street into downtown Grand Rapids.
- Segment D:** The Laker Line will operate in a dedicated side-running transit lane between GVSU's Pew and CHS campuses, crossing the Grand River on the Fulton Street Bridge before turning north on Monroe Avenue and east on Michigan Street and terminating at the GVSU CHS campus at the intersection of Lafayette Avenue. The Laker Line will share the Silver Line's existing dedicated lanes during peak hours along Monroe Avenue.
- Future Extension:** The Laker Line proposed alignment terminates at GVSU's CHS campus, however, as development patterns and employment densities intensify eastward along Michigan Street, expansion of the Laker Line to Plymouth Avenue may be explored in future project phases.

